



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. District, Karnataka



E-mail : cnrcollege@yahoo.co.in

Ph. No : 0824 – 2492366

Web : www.canaracollege.com

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Criterion 6 : Governance, Leadership and Management
Key Indicator – 6.2 Strategy Development and Deployment

Metric 6.2.2 (QIM) : The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

List of Supporting Enclosures

Sl. No.	Particulars of Samples
1.	Organogram of the Institution
2.	Institutional Bodies functioning in the Institution
3.	Service Rules and Procedures of Canara Institutions
4.	Weblink for Policy Documents
5.	Recruitment Policy and Procedure



Dejamma
Mrs. Dejamma A.

Mr. Hardik P. Chauhan
IQAC Coordinators

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

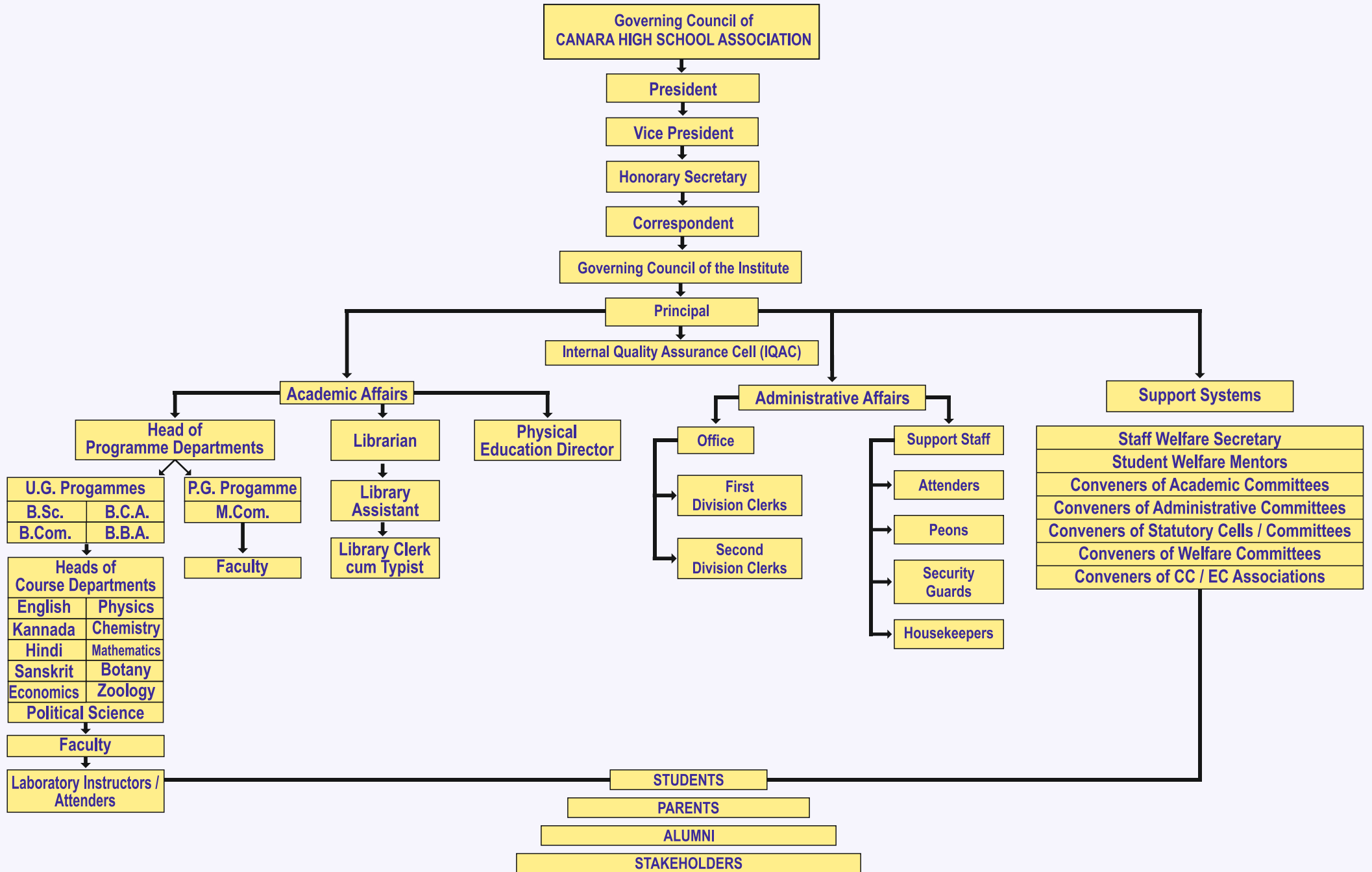
P. Premalatha V.
Dr. Premalatha V.
Principal
Principal
Canara College
Mangaluru



CANARA COLLEGE



Organogram of the Institution





CANARA COLLEGE

Mahatma Gandhi Road, Kodialbail, Mangaluru – 575 003,
Dakshina Kannada District, Karnataka

Managed by Canara High School Association, Mangaluru
Re-accredited by NAAC and Affiliated to Mangalore University



STUDENT HANDBOOK AND ACADEMIC CALENDAR 2020-21



Name :

Register No. :

Class :

STUDENT'S PERSONAL MEMORANDA

Name of the Student : _____

Class : _____

Register Number : _____

Roll Number : _____

Date of Birth : _____

Blood Group : _____

Student Mobile Number : _____

Student E-mail ID : _____

Name of Father : _____

Contact Number : _____

Specimen Signature : _____

Name of Mother : _____

Contact Number : _____

Specimen Signature : _____

Permanent Address with Pin Code : _____

Name of the Local Guardian : _____

Contact Number : _____

Local Hostel / PG Address : _____

Contact Number : _____

CC / ECA opted for : _____

Name of the Academic Class Mentor : _____



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STUDENT HANDBOOK AND ACADEMIC CALENDAR 2020-21

Theme of the Year
“TOGETHER WE CAN AND WE WILL”

Mahatma Gandhi Road, Kodialbail, Mangaluru – 575 003
Dakshina Kannada District, Karnataka, India
Phone : 0824 - 2492366 | E-mail : cnrcollege@yahoo.co.in
Web : www.canaracollege.com

सत्यं वद धर्मं चर

Educating for Righteous Life

विद्या काम दुघा

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2007 – 2012	Dr. U. S. Mohandas Nayak
2012 – 2020	CA S. S. Kamath
2021 onwards	Sri M. Annappa Pai

Governing Council of Canara High School Association

President	Sri M. Annappa Pai, B.E.
Vice President	Sri M. Padmanabha Pai, B.E.
Hon. Secretary	Sri M. Ranganath Bhat, B.Tech.
Correspondent	Sri Maroor Sudhir Pai
Treasurer	CA M. Vaman Kamath, M.Com., FCA
Alternate Treasurer	Sri Basty Purushotham Shenoy, B.Tech. (Mech.)
Members	Sri P. Gopalakrishna Shenoy, B.E. Sri Kochikar Sudhakar Pai, B.E. Dr. P. Umananda Mallya, M.D. (Ortho), M.S. (Ortho) Sri Gopalkrishna Shenoy, B.E. Sri K. Suresh Kamath, B.Com., LLB Sri Srikanth Pai Kasturi, B.E.
Special Invitee	Sri M. M. Kamath, B.E.

Local Governing Council of the College

Sri M. Ranganath Bhat Hon. Secretary, C.H.S. Association	Chairman
Sri Maroor Sudhir Pai Correspondent, Canara College	Member
CA M. Vaman Kamath Treasurer, C.H.S. Association	Member
Prof. Doreswami Professor, Dept. of Computer Science Mangalore University, Mangalagangothri	Member, University Representative
Prof. B. K. Sarojini Professor, Dept. of Industrial Chemistry Mangalore University, Mangalagangothri	Member, University Representative
Mrs. Dejamma A. IQAC & NAAC Steering Coordinator	Member
Mr. Hardik P. Chauhan IQAC & NAAC Steering Coordinator	Member
Mrs. Sushma R. Shetty Staff Welfare Secretary	Member
Mrs. Vani U. S. Student Welfare Mentor	Member
Dr. Premalatha V. Principal	Member-Secretary, Ex-Officio

Staff Details 2020-21

Teaching Staff

Principal

Dr. Premalatha V., M.Sc., M.Phil., Ph.D. Assistant Professor & Principal

Department of English

Dr. Bhuvana Ramachandran M.A., Ph.D. Assistant Professor & Head

Mr. Pramod Kumar P. S., M.A., KSET, NET, (Ph.D.) Assistant Professor

Mrs. Rithika S. Das, M.A., M.B.A., LLB Lecturer

Department of Kannada

Mrs. Vani U. S., M.A., M.Phil., NET Assistant Professor & Head

Mrs. Thara Kumari, M.A. Associate Professor

Department of Hindi

Dr. Kalpana Prabhu J., M.A., M. Com., Ph.D. Assistant Professor & Head

Mrs. Sujatha G. Nayak, M.A., M.Phil. Assistant Professor

Department of Sanskrit

Dr. Shantala Vishwasa, Vidwath, M.A., Ph.D. Assistant Professor & Head

Department of Political Science

Mrs. Prameela K., M.A. Assistant Professor (On Deputation)

Dr. Ganesh Shetty U., M.A., Ph.D. Assistant Professor & Head

Department of Economics

Dr. Roopa K., M.A., KSET, Ph.D. Assistant Professor (On Deputation)

Dr. Prashanth, M.A., Ph.D. Assistant Professor & Head

Mrs. Savitha, M.A., M.Phil., LLM, (Ph.D.) Assistant Professor

Mrs. Savitha G. Acharya, M.A. Lecturer

Department of Physics

Dr. Ashakiran Pakkala, M.Sc., M.Phil., Ph.D. Assistant Professor & Head

Mrs. Sukhalatha, M.Sc., M.Phil., (Ph.D.) Assistant Professor

Dr. Yashodhara I., M.Sc., Ph.D. Assistant Professor

Dr. Raveesha P. M., M.Sc., B.Ed., Ph.D. Lecturer

Department of Chemistry

Mrs. Sandhya B., M.Sc. Associate Professor & Head

Mrs. Roopashri K. P., M.Sc., KSET Assistant Professor

Ms. Soujanya D., M.Sc. Lecturer

Department of Mathematics

Dr. Premalatha V., M.Sc., M.Phil., Ph.D.	Assistant Professor & Principal
Mrs. Keerthi K., M.Sc.	Assistant Professor & Head
Mrs. Poornima Naik, M.Sc.	Lecturer

Department of Botany

Ms. Madhushree, M.Sc.	Assistant Professor & Head
Mr. Manohara Acharya, M.Sc., M.Phil., (Ph.D.)	Lecturer

Department of Zoology

Mrs. Sushama C., M.Sc., DCA	Assistant Professor & Head
Mrs. Pushpanjali S., M.Sc., B.Ed.	Assistant Professor
Mrs. Nishvitha Shetty, M.Sc., DCA	Lecturer

Department of Computer Science & Applications

Mrs. Jayabharathi K. P., M.Sc. (Mat. Sc.), M.Sc. (IT), PGDCA, M.Phil., M.Tech.(IT)	Assistant Professor & Head
Mrs. Babitha S., M.Sc., PGDCA, M.Phil, PGDGC	Assistant Professor
Mrs. Prathima V. Baliga, M.Sc. (IT)	Assistant Professor
Mrs. Adithi Nayak, B.E.	Assistant Professor
Mrs. Rajyalaxmi, M.C.A., M.Sc.	Assistant Professor
Mrs. Vijetha Bhat, M.C.A., PGDCA	Assistant Professor
Mrs. Shailaja Kumari, M.C.A., M.Phil.	Assistant Professor
Mrs. Amitha Poojary, PGDCA, M.B.A.	Lab Instructor
Ms. Meghana, B.A., B.C.A.	Lab Instructor

Department of Commerce

Mrs. Dejamma A., M.Com., M.Phil.	Assistant Professor & Head
Mrs. Anasuya Bhagvath, M.Com., M.Phil.	Assistant Professor
Mrs. Seema Prabhu S., M.Com., M.Phil., M.A. (Eco.), DCA	Assistant Professor
Mrs. Sushma R. Shetty, M.Com., LLB	Assistant Professor
Mrs. Smitha M., M.Com.	Assistant professor
Mrs. Usha Nayak, M.Com.	Assistant Professor
Mrs. Ashalatha, M.Com., M.Phil.	Assistant Professor
Mrs. Lavina S. Noronha, M.Com.	Assistant Professor
Mrs. Vinoda V. Nayak, M.Com.	Assistant Professor
Mrs. Rashmi, M.Com.	Assistant Professor
Mrs. Jayashree Shetty, M.B.A., M. Com., NET	Assistant Professor
Mrs. Swathi Nayak, M.Com.	Assistant Professor
Ms. Kavyashree K., M.Com., (Ph.D.)	Lecturer

Department of Business Administration

Mrs. Pushpalatha, M.Com., M.Phil.	Assistant Professor & Head
Mrs. Dhanyashree, M.B.A., M.Com., KSET	Assistant Professor
Mrs. Laxmi Hegde, M.Com., PGDGC	Assistant Professor
Mr. Hardik P. Chauhan, M.B.A., M.Com.	Lecturer
Ms. Priyanka, M.B.A., M.Com., PGDGC	Lecturer
Mr. Ashwil Karkera K., M.Com.	Lecturer

Post Graduate Centre for Commerce

Mrs. Aparna Kamath, M.Com., PGDBA, NET	Assistant Professor & Head
Ms. Megha Kamat, M.Com., NET	Assistant Professor
Mrs. Archana Kamath, M.Com., PGDGC	Assistant Professor
Mrs. Asha Jyothi, M.Com., PGDCA, (Ph.D.)	Lecturer

Physical Education

Mr. Avinash, M.P.Ed., M.A. (Kan.), KSET	Physical Education Director
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Library & Information Centre

Mrs. Rekha Devi K., M.A., M.L.I.Sc.	Librarian
Mrs. Shruthi G., B.A., M.L.I.Sc.	Library Assistant
Ms. Namratha, B.Com., Dip. in Lib. Sc.	Library Clerk cum Typist

Administrative Staff

Mr. Krishnananda D.	Sec. Div. Clerk
Mr. Sridhar Prabhu, M.Com.	First Div. Clerk
Mrs. Shanthi Nayak, B.Com.	First Div. Clerk
Mrs. Vidya D. Kini, M.A.	Sec. Div. Clerk
Mrs. Radhika Bhat, B.Com.	Sec. Div. Clerk

Support Staff

Mr. Dinesh R. K.	Attender
Mrs. Parvathi K.	Attender
Mr. B. Venkappa Naik	Attender
Mrs. Pushpalatha Pai K.	Attender
Mr. Gajanana Kini K.	Attender
Mr. Sudesh Kumar	Attender
Mr. Ramesh	Attender
Mr. Bharathi N. Shenoy	Attender
Mr. Prashanth Kumar	Attender
Mr. Krishna M.	Peon
Mrs. Mohini Ramesh	Peon

Assignment of Academic and Administrative Responsibilities - 2020-21	
IQAC & NAAC Steering Coordinators	Mrs. Dejamma A. Mr. Hardik P. Chauhan
Student Welfare Mentors	UG Section Mrs. Vani U. S. Mrs. Prathima V. Baliga Dr. Prashanth PG Section Ms. Megha Kamat
Staff Welfare Secretary	Mrs. Sushma R. Shetty
Academic Committees	
Academic Planning, Monitoring and Review Committee	Principal IQAC Coordinators Heads of Programme Departments
Academic Time Table Committee	UG Section Mrs. Sandhya B. Mrs. Jayabharathi K. P. Mrs. Dejamma A. Mrs. Pushpalatha Dr. Kalpana Prabhu J. PG Section Mrs. Aparna Kamath
Prospectus, Admission Handouts, Teacher's Academic Diary and Academic Mentor's Diary	Mr. Hardik P. Chauhan
Student Handbook and Academic Calendar	Mrs. Seema Prabhu S. Mr. Hardik P. Chauhan
Examination Committee	UG Section Mrs. Dhanyashree Mrs. Vijetha Bhat Mrs. Vinoda V. Nayak Mrs. Rashmi Mrs. Sujatha G. Nayak PG Section Mrs. Pushpanjali Mrs. Aparna Kamath Mrs. Shanthi Nayak
Students' E-Attendance Monitoring Committee	Mrs. Jayabharathi K. P. Dr. Yashodhara I. Mrs. Adithi Nayak Mr. Pramod Kumar P. S. Ms. Soujanya D. Mrs. Ashalatha
Faculty Teaching Monitoring Committee	Mrs. Usha Nayak Mrs. Vijetha Bhat Mrs. Sujatha G. Nayak

Library Advisory Committee	Mrs. Rekha Devi K. Dr. Kalpana Prabhu J. Mrs. Rashmi Mrs. Adithi Nayak Mrs. Pushpanjali S.
Coordinators for B.Com. Professional Batch	Mrs. Anasuya Bhagvath Mrs. Vinoda V. Nayak
Coordinators for MOOCs – SWAYAM / NPTEL	Mrs. Smitha M. Mrs. Vijetha Bhat
Virtual Class Coordination Committee Coordinator Members PG Section	Mrs. Pushpanjali Mrs. Anasuya Bhagvath Mrs. Vijetha Bhat Ms. Priyanka Mrs. Aparna Kamath
Administrative Committees	
Admissions and Renewal of Admissions	Principal IQAC Coordinators Heads of Programme Departments
Coordination and Compliance Committee (UGC & Other Regulatory Bodies)	Mrs. Dejjamma A. Mr. Hardik P. Chauhan Ms. Kavyashree K.
Code of Conduct and Vigilance Committee (CoCVC)	Principal IQAC Coordinators Student Welfare Mentors Staff Welfare Secretary Heads of Programme Departments
College Website, Documentation and IQAC Newsletter Committee Web Administrator Convener Members	Mrs. Prathima V. Baliga Mrs. Shailaja Kumari Mrs. Swathi Nayak Mrs. Adithi Nayak Mr. Pramod Kumar P. S. Dr. Raveesha P. M. Mrs. Archana Kamath
Appraisal Committee	Mrs. Prathima V. Baliga Mrs. Usha Nayak Mrs. Roopshree K. P. Mrs. Poornima Naik

Estate Management Committee	Mr. Avinash Mr. Ashwil Karkera K. Mrs. Sushma R. Shetty Mr. Venkappa Naik Mr. Sudhesh Kumar Mr. Dinesh R. K.
Media & Publicity Committee	Mrs. Thara Kumari Dr. Shantala Vishwasa
Linkages and Collaborations	Mrs. Seema Prabhu S. Dr. Raveesha P. M.
Welfare Committees	
Student Welfare Council	UG Section Mrs. Vani U. S. Mrs. Prathima V. Baliga Dr. Prashanth PG Section Ms. Megha Kamat
Staff Welfare Association	Mrs. Sushma R. Shetty
Alumni Association	Dr. Kalpana Prabhu J. Mrs. Sandhya B. Mr. Avinash
Parent Teachers Association	Principal IQAC Coordinators Student Welfare Mentors Heads of Programme Departments
Career Guidance, Training and Placement Cell	Mrs. Pushpalatha Mrs. Babitha S. Mrs. Ashajyothi
Innovation and Entrepreneurship Development Cell	Mrs. Usha Nayak Ms. Priyanka
Consumer Forum	Mrs. Ashalatha Mrs. Jayashree Shetty
Human Values and Professional Ethics Cell	Dr. Kalpana Prabhu J. Dr. Shantala Vishwasa
Intellectual Property Rights (IPR) Cell	Mrs. Savitha Ms. Soujanya D.
Students' Counselling Cell	Mrs. Babitha S. Mrs. Laxmi Hegde Ms. Priyanka
Gaan Vrund	Mrs. Laxmi Hegde Mrs. Keerthi K.

Statutory Cells	
Anti-Ragging Cell	Mrs. Lavina S. Noronha Dr. Prashanth
Anti-Sexual Harassment Cell	Mrs. Sukhalatha Mrs. Roopashree K. P.
Human Rights Cell	Dr. Ganesh Shetty U. Mrs. Savitha G. Acharya
Equal Opportunity Cell	Mrs. Savitha Mrs. Poornima Naik
Electoral Literacy Cell	Dr. Ganesh Shetty U. Mrs. Savitha G. Acharya
Women Empowerment Cell	Mrs. Sushma R. Shetty Ms. Soujanya D.
Grievance Redressal Cell	Principal IQAC Coordinators Student Welfare Mentors Staff Welfare Secretary Heads of Programme Departments
Co-Curricular Associations	
Subject Associations	
Science Association	Mrs. Sukhalatha Ms. Madhushree
IT Association	Mrs. Rajyalaxmi Mrs. Vijetha Bhat
Commerce Association	Mrs. Anasuya Bhagvath Mrs. Lavina S. Noronha
Management Association	Mrs. Laxmi Hegde Ms. Priyanka
Literary Associations	
English Association	Mrs. Rithika S. Das
Hindi Sangh	Mrs. Sujatha G. Nayak
Kannada Sangha	Mrs. Thara Kumari
Sanskrit Sangha	Dr. Shantala Vishwasa
Konkani Bhasha Vidyarti Mandal (KBVM)	Mrs. Swathi Nayak
Tulu Sangha	Mrs. Keerthi K. Mrs. Poornima Naik

Aptitude Associations	
Fine Arts Association	Dr. Asha Kiran Pakkala Dr. Bhuvana Ramachandran Mrs. Thara Kumari Mr. Manohara Acharya Mrs. Jayashree Shetty Ms. Soujanya D.
Nature Club	Mrs. Sushama C. Mrs. Nishvitha Shetty
Photography Club	Mrs. Swathi Nayak Ms. Priyanka
Mangala Magazine (Annual and Wall) Editorial Board	Mrs. Rithika S. Das Mrs. Vani U. S. Dr. Kalpana Prabhu J. Mrs. Sujatha G. Nayak Dr. Shantala Vishwasa Mrs. Rajyalaxmi Ms. Madhushree
Extra-Curricular Associations	
Games and Sports Association	Mr. Avinash Mr. Pramod Kumar P. S. Mr. Ashwil Karkera K. Mrs. Poornima Naik
National Service Scheme (NSS) and Red Ribbon Club	Mrs. Seema Prabhu S. Ms. Kavyashree K.
National Cadet Corps (NCC)	Mr. Avinash
Youth Red Cross (YRC)	Mrs. Smitha M. Mrs. Roopashree K. P.
Rovers and Rangers	Mrs. Dhanyashree Mr. Ashwil Karkera K.
Special Study Centres for promoting Research	
Centre for Advanced Studies in Science and Technology (CASST)	Dr. Yashodhara I. Mrs. Babitha S. Mrs. Keerthi K.
Centre for Advanced Studies in Commerce and Management (CASCMA)	Mrs. Rashmi Mrs. Dhanyashree Mrs. Aparna Kamath
Centre for Women and Gender Studies (CWGS)	Mrs. Sushma R. Shetty Mrs. Sukhalatha Mrs. Ashajyothi

Composition of Internal Quality Assurance Cell (IQAC) 2020-21		
Sl. No.	Name of the Member	Designation
Core Members		
1.	Dr. Premalatha V. Principal	Chairman
2.	Mrs. Dejamma A. Asst. Professor & Head, Dept. of Commerce	Coordinators
3.	Mr. Hardik P. Chauhan Lecturer, Dept. of Business Administration	
Associate Members (Criterion-wise & Administrative Representatives)		
4.	Mrs. Sandhya B. Assoc. Professor & Head, Dept. of Chemistry	Head, Criterion I
5.	Mrs. Jayabharathi K. P. Asst. Professor & Head, Dept. of Computer Sc. & Appns.	Head, Criterion II
6.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III
7.	Mrs. Lavina S. Noronha Asst. Professor, Dept. of Commerce	Head, Criterion IV
8.	Dr. Kalpana Prabhu J. Asst. Professor & Head, Dept. of Hindi	Head, Criterion V
9.	Mrs. Pushpalatha Asst. Professor & Head, Dept. of Business Administration	Head, Criterion VI
10.	Mrs. Aparna Kamath Asst. Professor & Head, P.G. Centre for Commerce	Head, Criterion VII
11.	Mrs. Vani U. S. Asst. Professor & Head, Dept. of Kannada	Student Welfare Mentor
12.	Mrs. Sushma R. Shetty Asst. Professor, Dept. of Commerce	Staff Welfare Secretary
13.	Mrs. Prathima V. Baliga Asst. Professor, Dept. of Computer Science & Applications	Web Administrator
14.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff
Advisory Members		
15.	Mr. M. Ranganath Bhat Hon. Secretary, C.H.S. Association	Management Nominees
16.	Mr. Maroor Sudhir Pai Correspondent, Canara College, Mangaluru	
17.	Prof. M. Sathish Bhat Retd. Principal, Canara College, Mangaluru	Educationist
18.	Dr. K. V. Malini Retd. Principal, Canara College, Mangaluru	Educationist
19.	Mr. Mithun Bhat Kakunje Director, Kakunje Group of Industries, Mangaluru	Industry Representative
20.	Mr. Praveen Prabhu President, Canara College Alumni Association	Alumni Member
21.	President Parent Teachers' Association	Parent Representative
22.	President Student Welfare Council	Student Representative

Academic Class Mentors - 2020-21	
Class	Name of the Academic Class Mentors
First Year	
I B.Sc. (PCM)	Mrs. Roopashri K. P. & Dr. Raveesha P. M.
I B.Sc. (PMC)	Mrs. Keerthi K. & Mrs. Poornima Naik
I B.Sc. (BZC)	Mr. Manohara Acharya & Mrs. Nishvitha Shetty
I B.C.A.	Mrs. Babitha S. & Mrs. Jayabharathi K. P.
I B.Com. A	Mrs. Rithika S. Das & Mrs. Savitha
I B.Com. B	Mr. Pramod Kumar P. S. & Mrs. Swathi Nayak
I B.Com. C	Mrs. Sujatha G. Nayak & Mr. Ashwil Karkera K.
I B.Com. D	Ms. Kavyashree K., Mrs. Vani U. S. & Dr. Ganesh Shetty U.
I B.B.A.	Mr. Hardik P. Chauhan & Mrs. Laxmi Hegde
Second Year	
II B.Sc. (PCM)	Dr. Yashodhara I. & Mrs. Sukhalatha
II B.Sc. (PMC)	Mrs. Rajyalaxmi
II B.Sc. (BZC)	Mrs. Pushpanjali S. & Mrs. Sushama C.
II B.C.A.	Mrs. Adithi Nayak
II B.Com. A	Mrs. Anasuya Bhagvath & Dr. Shantala Vishwasa
II B.Com. B	Dr. Kalpana Prabhu J. & Dr. Prashanth
II B.Com. C	Mrs. Jayashree Shetty & Mrs. Savitha G. Acharya
II B.Com. D	Mrs. Vinoda V. Nayak & Dr. Bhuvana Ramachandran
II B.B.A.	Mrs. Dhanyashree
Third Year	
III B.Sc. (PCM)	Ms. Soujanya D. & Dr. Ashakiran Pakkala
III B.Sc. (PMC)	Mrs. Shailaja Kumari & Mr. Avinash
III B.Sc. (BZC)	Mrs. Madhushree & Mrs. Sandhya B.
III B.C.A.	Mrs. Vijetha Bhat & Mrs. Prathima V. Baliga
III B.Com. A	Mrs. Ashalatha & Mrs. Dejamma A.
III B.Com. B	Mrs. Smitha M. & Mrs. Seema Prabhu S.
III B.Com. C	Mrs. Usha Nayak & Mrs. Sushma R. Shetty
III B.Com. D	Mrs. Rashmi & Mrs. Lavina S. Noronha
III B.B.A.	Ms. Priyanka & Mrs. Pushpalatha

The Foundation of Truth and Sincerity



A rare glimpse of Mahatma Gandhiji laying the foundation stone at Canara Institution



CANARA

GROUP OF EDUCATIONAL INSTITUTIONS
MANAGED BY CANARA HIGH SCHOOL ASSOCIATION

Canara High School, Dongerkery	1891
Canara High School, Urwa	1944
Canara Kannada Higher Primary School	1944
Canara Nursery School	1947
Canara English Higher Primary School	1970
Canara Pre-University College	1972
Canara College	1973
Canara Balawadi	1978
Canara English Higher Primary School, Urwa	1989
Canara Nursery School, Urwa	1991
Canara Tennis Academy	1997
Canara Engineering College	2001
Canara Montessori	2009
Canara High School - CBSE	2009
Canara Evening College	2014

*Educating Young Minds...
Developing Responsible Leaders!*



Commitment to quality education at affordable cost!

NAME:

ROLL NO.



CANARA COLLEGE

M.G. ROAD, MANGALURU - 575003

STUDENT HANDBOOK 2019-20



Ammembal
Subba Rao Pai
(1852-1909)

STUDENT'S PERSONAL MEMORANDA

(2019-20)

Name of the Student:

Date of Birth:

Class:

Subject Combination:

Roll Number:

Register Number:

Name of Parents

Father:

Mother:

Telephone Number:

Permanent Address of Student:

Local Address of Student:

Pin code:

Pin code:

Name of Academic Class Mentor:

Signature of Local Guardian:

Signature of Student:

Signature of Mother:

Identification Marks:

Signature of Father:

Blood Group:

Signature of Academic Class Mentor:



CANARA COLLEGE

MANAGED BY CANARA HIGH SCHOOL ASSOCIATION, MANGALURU
RE-ACCREDITED BY NAAC AND AFFILIATED TO MANGALORE UNIVERSITY

STUDENT HANDBOOK 2019-20 (CALENDAR)

**THEME OF THE YEAR
"CHANGING WITH TIMES"**

MAHATMA GANDHI ROAD, KODIALBAIL,
MANGALURU - 575003, D.K., KARNATAKA
Email: cnrcollege@yahoo.co.in Phone: 0824 2492366
www.canaracollege.com

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5. SUCCESSION LIST OF PRESIDENTS

(Canara High School Association)

1891 to 1909	Sri M. Ramachandrayya
1909 to 1921	Sri Dewan Bahadur A.Venkatramana Pai
1921 to 1941	Sri A. Srinivasa Pai
1942 to 1964	Sri Rao Bahadur Dr. M. Keshava Pai
1964 to 1969	Sri M. Annappa Kamath
1969 to 1972	Sri Sujir Panduranga Nayak
1972 to 1981	Sri U. Gopalakrishna Nayak
1981 to 1991	Sri K. P. J. Prabhu
1991 to 1999	Sri K. P. Kasturi, B.Sc. D.M.I.T
1999 to 2007	Sri B. Narayana Shenoy
2007 to 2012	Dr. U. S. Mohandas Nayak
2012 onwards	Sri S. S. Kamath, B.Com., F.C.A

6. GOVERNING COUNCIL OF THE COLLEGE

President	Sri S. S. Kamath, B.Com., F.C.A.
Vice President	Sri M. Annappa Pai, B.E.
Hon. Secretary	Sri M. Ranganath Bhat, B.Tech
Correspondent	Sri Maroor Sudhir Pai
Treasurer	Sri P. Gopalakrishna Shenoy, B.E.
Alternate Treasurer	Sri M. Vaman Kamath, M.Com., F.C.A.
Members	Sri M. Padmanabha Pai, B.E. Sri M. Ganesh Kamath, B.Sc. Sri Kochikar Sudhakar Pai, B.E. Sri Basti Purushotham Shenoy, B.Tech (Mech) Dr. P. Umananda Mallya, M.D. (Ortho), M.S. (Ortho) Sri Gopalkrishna Shenoy, B.E. Sri K. Suresh Kamath, B.Com. LLB Sri Srikanth Pai Kasturi, B.E.
Special Invitee	Sri M. M. Kamath, B.E.

7. COLLEGE STAFF 2019-20

Principal

Dr. K.V. Malini, M.Sc., Ed., Ph.D.	Associate Professor & Principal
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Deans of the Departments

Dr. Kalpana J. Prabhu	Humanities
Mrs. Sandhya B.	Basic Science
Mrs. Dejjamma A.	Commerce
Mrs. Pushpalatha	Business Administration
Mrs. Jayabharathi K.P.	Computer Science & Applications
Mrs. Aparna Kamath	PG Commerce

Department of English

Dr. Bhuvana Ramachandran, M.A., Ph.D.	Assistant Professor & Head
Mr. Pramod Kumar P.S., M.A., KSET	Assistant Professor
Mrs. Rithika S. Das, M.A., MBA, LLB	Lecturer

Department of Kannada

Mrs. Vani U.S., M.A., M.Phil., NET	Assistant Professor & Head
Mrs. Thara Kumari, M.A.	Associate Professor

Department of Hindi

Dr. Kalpana J. Prabhu, M.A., M.Com., Ph.D.	Assistant Professor, Head & Dean
Mrs. Sujatha G. Nayak, M.A., M.Phil	Assistant Professor

Department of Sanskrit

Dr. Shantala Vishwasa, Vidwath, M.A., Ph.D.	Assistant Professor & Head
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Department of Economics

Dr. Roopa K., M.A., Ph.D.	Assistant Professor (on Deputation)
Dr. Prashanth, M.A., Ph.D.	Assistant Professor & Head
Mrs. Savitha, M.A., M.Phil., LLM	Assistant Professor
Mrs. Savitha G., M.A.	Lecturer

Department of Political Science & General Studies and Human Rights

Mrs. Prameela K., M.A.	Assistant Professor (on Deputation)
Dr. Ganesh Shetty U., M.A., Ph.D.	Assistant Professor & Head

Department of Physics

Dr. Ashakiran Pakkala, M.Sc., M.Phil, Ph.D.	Assistant Professor & Head
Mrs. Sukhalatha, M.Sc., M. Phil.	Assistant Professor

Dr. Yashodhara I., M.Sc., Ph.D.	Assistant Professor
Mr. Raveesha P. M., M.Sc. B.Ed.	Lecturer

Department of Chemistry

Dr. K.V. Malini, M.Sc., Ed., Ph.D.	Associate Professor & Principal
Mrs. Sandhya B., M.Sc.	Associate Professor, Head & Dean
Mrs. Roopashri K.P., M.Sc., KSET	Assistant Professor
Ms. Vindya B.B., M.Sc.	Lecturer
Ms. Soujanya D., M.Sc.	Lecturer

Department of Mathematics

Dr. Premalatha V., M.Sc., M.Phil, Ph.D.	Assistant Professor & Head
Ms. Keerthi K., M.Sc.	Lecturer
Mrs. Poornima, M.Sc.	Lecturer

Department of Botany

Ms. Madhushree, M.Sc.	Lecturer & Head
Mr. Manohara Acharya, M.Sc., M.Phil.	Lecturer

Department of Zoology

Mrs. Sushama C., M.Sc., DCA	Assistant Professor & Head
Mrs. Pushpanjali S., M.Sc., B.Ed.	Lecturer
Mrs. Nishvitha Shetty, M.Sc., DCA	Lecturer

Department of Commerce

Mrs. Dejjamma A., M.Com., M.Phil.	Assistant Professor, Head & Dean
Mrs. Anasuya Bhagvath, M.Com., M.Phil.	Assistant Professor
Mrs. Seema Prabhu S., M.Com., M.Phil., M.A.(Eco.) DCA	Assistant Professor
Mrs. Sushma R. Shetty, M.Com., LLB	Assistant Professor
Mrs. Smitha M., M.Com.	Assistant Professor
Mrs. Usha Nayak, M.Com.	Assistant Professor
Mrs. Ashalatha, M.Com., M.Phil.	Assistant Professor
Mrs. Lavina S. Noronha, M.Com.	Assistant Professor
Mrs. Vinoda V. Nayak, M.Com.	Assistant Professor
Mrs. Rashmi, M.Com.	Assistant Professor
Mrs. Jayashree Shetty, MBA, M.Com., NET	Assistant Professor
Mrs. Swathi Nayak, M.Com.	Assistant Professor
Mr. Ashwil Karkera K., M.Com.	Lecturer

Ms. Kavyashree K., M.Com.	Lecturer
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Department of Business Administration

Mrs. Pushpalatha, M.Com., M.Phil.	Assistant Professor, Head & Dean
Mrs. Dhanyashree, MBA, M.Com., KSET	Assistant Professor
Mrs. Laxmi Hegde, M.Com.	Lecturer
Mr. Hardik P. Chauhan, MBA, M.Com.	Lecturer
Ms. Priyanka, MBA	Lecturer
Ms. Shilpa Bhat M., M.Com.	Lecturer

Department of Computer Science & Applications

Mrs. Jayabharathi K.P., M.Sc.(Mat.Sc.), M.Sc.(IT), PGDCA., M.Phil, M.Tech(IT)	Assistant Professor, Head & Dean
Mrs. Babitha S., M.Sc., PGDCA, M.Phil., PGDGC	Assistant Professor
Mrs. Prathima V. Baliga, M.Sc.(IT)	Assistant Professor
Mrs. Adithi Nayak, B.E.	Assistant Professor
Mrs. Rajyalaxmi, MCA, M.Sc.	Assistant Professor
Mrs. Vijetha Bhat, MCA., PGDCA	Assistant Professor
Mrs. Shailaja Kumari, MCA, M.Phil.	Assistant Professor
Mrs. Sudha Nayak, M.A., APGDCA, DIP	Lab. Instructor
Mrs. Amitha Poojary, PGDCA, MBA	Lab. Instructor
Ms. Meghana B.A., BCA	Lab. Instructor

Post-Graduate Department of Commerce

Mrs. Aparna Kamath, M.Com., PGDBA, NET	Assistant Professor, Head & Dean
Ms. Megha Kamat, M.Com., NET	Assistant Professor
Mrs. Archana Kamath, M.Com.	Assistant Professor
Mrs. Asha Jyothi, M.Com., PGDCA	Lecturer

Physical Education

Mr. Avinash, M.P.Ed., M.A. (Kan), KSET	Physical Education Director
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Library & Information Centre

Mrs. Rekha Devi K., M.A., M.L.I.Sc.	Librarian
Mrs. Shruthi G., B.A., M.L.I.Sc.	Library Assistant
Ms. Namratha, Dip. in Lib.Sc.	Library Clerk Cum Typist

Administrative Staff

Mrs. Kasturi K.	First Div. Clerk
Mr. Krishnananda D.	Sec. Div. Clerk
Mr. Sridhar Prabhu, M.Com.	First Div. Clerk
Mrs. Shanthy Nayak, B.Com.	First Div. Clerk
Mrs. Vidya D. Kini, M.A.	Sec. Div. Clerk
Mrs. Radhika Bhat, B.Com.	Sec. Div. Clerk

Support Staff

Mr. Dinesh R.K.	Attender
Mrs. Parvathi K.	Attender
Mr. B. Venkappa Naik	Attender
Mrs. Pushpalatha Pai K.	Attender
Mr. Gajanana Kini K.	Attender
Mr. Sudesh Kumar	Attender
Mr. Ramesh	Attender
Mrs. Bharathi N. Shenoy	Attender
Mr. Prashanth Kumar	Attender
Mr. Krishna M.	Peon
Mrs. Mohini Ramesh	Peon

8. ASSIGNMENT OF RESPONSIBILITIES FOR THE ACADEMIC YEAR 2019-20

IQAC Coordinators	Dr. Premalatha V. Mr. Hardik P. Chauhan
NAAC Steering Coordinator	Mrs. Dejamma A.
Student Welfare Mentors - UG Section	Mrs. Vani U. S. Mrs. Prathima V. Baliga Dr. Prashanth
Student Welfare Mentor - PG Section	Ms. Megha Kamat
Staff Welfare Association Secretary	Dr. Ganesh Shetty U.

Administrative Committees

Academic Planning and Assessment Committee	Principal IQAC Coordinators Deans of all the Departments
Admissions and Renewal of Admissions	Principal Deans of all the Departments
College Prospectus	Mr. Hardik P. Chauhan
Handbook and Calendar Committee	Mrs. Seema Prabhu S. Mrs. Sushma R. Shetty
Academic Time Table Committee	Mrs. Dejamma A. Mrs. Pushpalatha Dr. Ashakiran Pakkala Mrs. Sandhya B. Mrs. Sushama C. Mrs. Jayabharathi K. P.
Coordinators for B. Com Professional Programme	Mrs. Anasuya Bhagvath Mrs. Vinoda V. Nayak
Examination Committee - UG Section	Dr. Ashakiran Pakkala Mrs. Dhanyashree Mrs. Vinoda V. Nayak Mrs. Sujatha G. Nayak Mrs. Vijetha Bhat Mrs. Pushpanjali S.
Examination Committee - PG Section	Mrs. Aparna Kamath Mrs. Shanthi Nayak
College Website, Documentation and IQAC Bulletin Committee	
Web Administrator	Mrs. Prathima V. Baliga
Convener	Mrs. Shailaja Kumari
Members	Mrs. Swathi Nayak Mrs. Adithi Nayak Mr. Pramod Kumar P. S. Mrs. Archana Kamath Mr. Raveesha P.M.

Appraisal Committee	Mrs. Prathima V. Baliga Mrs. Usha Nayak Mrs. Roopashree K. P. Ms. Shilpa Bhat M. Academic Class Mentors of all the classes
Students' Attendance Monitoring Committee	Mrs. Jayabharathi K. P. Dr. Yashodhara I. Mr. Hardik P. Chauhan Mrs. Usha Nayak Mrs. Adithi Nayak Mr. Pramod Kumar P. S. Ms. Soujanya D.
Faculty Teaching Monitoring Committee	Mrs. Pushpalatha Mrs. Thara Kumari Mrs. Vijetha Bhat Mrs. Usha Nayak
Internal Disciplinary Committee	Student Welfare Mentors Deans of all the Departments IQAC Coordinators
UGC Coordination Committee	Dr. Premalatha V. Mrs. Dejamma A. Dr. Kalpana J. Prabhu Mr. Hardik P. Chauhan
Library Advisory Committee	Mrs. Rekha Devi Dr. Kalpana J. Prabhu Mrs. Rashmi Mrs. Adithi Nayak Mrs. Pushpanjali S.
Anti-Ragging and Anti-Sexual Harassment Cell	Mrs. Lavina S. Noronha Mrs. Sushma R. Shetty
Estate Management Committee	Mr. Avinash Mr. B. Venkappa Naik Mr. Krishna M. Mr. Dinesh R.K. Mr. Ramesh
Media, Publicity and Photography Committee	Mrs. Thara Kumari Mrs. Anasuya Bhagvath Dr. Shantala Vishwasa
Linkages, Consultancies and Collaborations	Mrs. Seema Prabhu S. Mrs. Dejamma A.
Special Event Planning and Review Committee	Event Conveners Staff Welfare Association Secretary IQAC Coordinators

Subject Associations

Commerce Association	Mrs. Anasuya Bhagvath Mrs. Lavina S. Noronha
Management Association	Mrs. Laxmi Hegde Ms. Priyanka
Science Association	Mrs. Sukhalatha Ms. Madhushree
IT Association	Mrs. Rajyalaxmi Mrs. Vijetha Bhat

Literary / Multilingual Associations

Convener	Dr. Shantala Vishwasa
English Association	Mrs. Rithika S. Das
Hindi Sangh	Mrs. Sujatha G. Nayak
Kannada Sangha	Mrs. Thara Kumari
Sanskrit Sangha	Dr. Shantala Vishwasa
Konkani Bhasha Vidyarthi Mandal	Mrs. Swathi Nayak
Tulu Sangha	Ms. Keerthi K.

Aptitude Associations

Fine Arts Association	Dr. Bhuvana Ramachandran Mrs. Sandhya B. Mrs. Rekha Devi K. Mrs. Thara Kumari Mrs. Ashalatha Mr. Avinash Mrs. Savitha Ms. Kavyashree K.
Nature Club	Mrs. Sushama C. Mrs. Nishvitha Shetty
Mangala Magazine (Annual and Wall) Editorial Board	Mr. Pramod Kumar P. S. Mrs. Vani U. S. Mrs. Rekha Devi K. Dr. Shantala Vishwasa Mrs. Sujatha G. Nayak Mrs. Rithika S. Das Mrs. Rajyalaxmi Ms. Madhushree

Welfare Committees

Alumni Associates	Dr. Bhuvana Ramachandran Ms. Megha Kamat
Parent Teachers Association	Principal IQAC Coordinators Student Welfare Mentors

Career Guidance, Placement and Entrepreneurship Development Cell	Mrs. Pushpalatha Mrs. Babitha S. Mrs. Asha Jyothi
Consumer Forum	Mrs. Ashalatha Mrs. Jayashree Shetty
Human Rights, Equal Opportunity and Electoral Literacy Cell	Dr. Ganesh Shetty U. Mr. Avinash Mrs. Savitha G.
Intellectual Property Rights Cell	Mrs. Savitha Ms. Priyanka
Human Values and Professional Ethics Cell	Dr. Kalpana J. Prabhu Dr. Shantala Vishwasa
College Choir	Mrs. Laxmi Hegde Mrs. Swathi Nayak
Student Counseling	Mrs. Babitha S.

Co-Curricular Activities

Games and Sports Association	Mr. Avinash Mr. Pramod Kumar P.S. Mrs. Rashmi Mr. Manohara Acharya
National Service Scheme (NSS)	Mrs. Seema Prabhu S. Ms. Vindya B. B.
National Cadet Corps (NCC)	Mr. Avinash
Youth Red Cross (YRC)	Mrs. Smitha M. Mrs. Roopashri K. P.
Rovers and Rangers	Mrs. Dhanyashree Mr. Ashwil Karkera K.

9. RESEARCH AND DEVELOPMENT CENTRES

Centre for Advanced Studies in Commerce and Management (CASCMA)	Mrs. Rashmi Mrs. Dhanyashree Mrs. Aparna Kamath
Centre for Women and Gender Studies (CWGS)	Mrs. Sushma R. Shetty Mrs. Sukhalatha Ms. Megha Kamat
Centre for Advanced Studies in Science and Technology (CASST)	Dr. Yashodhara I. Ms. Keerthi K. Mrs. Babitha S.

10. COMPOSITION OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

No.	Name of the Member	Designation
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CORE MEMBERS

1.	Dr. K. V. Malini Principal	Chairperson
2.	Dr. Premalatha V. Asst. Professor & Head, Dept. of Mathematics	Coordinators
3.	Mr. Hardik P. Chauhan Lecturer, Dept. of Business Administration	
4.	Mrs. Dejamma A. Asst. Professor, Dean, Dept. of Commerce	NAAC Steering Coordinator

ASSOCIATE MEMBERS (Criterion-Wise & Administrative Representatives)

5.	Mrs. Sandhya B. Assoc. Professor & Dean of Basic Science	Head, Criterion I
6.	Mrs. Jayabharathi K. P. Asst. Professor & Dean, Dept. of Computer Science & Applications	Head, Criterion II
7.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III
8.	Mrs. Lavina S. Noronha Asst. Professor, Dept. of Commerce	Head, Criterion IV
9.	Dr. Kalpana J. Prabhu Asst. Professor & Dean of Humanities	Head, Criterion V
10.	Mrs. Pushpalatha Asst. Professor & Dean, Department of Business Administration	Head, Criterion VI
11.	Mrs. Aparna Kamath Asst. Professor & Dean, Dept. of PG Commerce	Head, Criterion VII
12.	Dr. Ganesh Shetty U. Asst. Professor & Head, Dept. of Political Science	Secretary, Staff Welfare Association
13.	Mrs. Prathima V. Baliga Asst. Professor, Dept. of Computer Science	Web Administrator
14.	Mrs. Radhika Bhat Sec. Div. Clerk	Administrative Staff

ADVISORY MEMBERS

15.	Mr. M. Ranganath Bhat Hon. Secretary, CHS Association	Management Nominees
16.	Mr. Maroor Sudhir Pai Correspondent, Canara College	
17.	Prof. M. Sathish Bhat Educationist	Educational Expert
18.	Mr. Mithun Bhat Kakunje Director, Kakunje Group of Companies	Industry Representative

19.	Mr. Praveen Prabhu President, Alumni Association	Alumni Member
20.	Mr. Mohammad Rafik S. President, PTA Executive Committee	Parent Representative
21.	Student Welfare Leader Student Welfare Council	Student Representative

11. ACADEMIC CLASS MENTORS FOR THE ACADEMIC YEAR 2019-20

Class	Name of the Academic Class Mentors
I B.Sc. (PCM)	Dr. Yashodhara I.
I B.Sc. (BZC)	Mrs. Pushpanjali S.
I B.Sc. (PMC)	Ms. Keerthi K.
I B.C.A.	Mrs. Shailaja Kumari
I B.B.A.	Mrs. Laxmi Hegde
I B.Com. A	Mrs. Thara Kumari & Mrs. Rithika Das
I B.Com. B	Mrs. Sujatha G. Nayak & Mrs. Swathi Nayak
I B.Com. C	Dr. Ganesh Shetty U. & Ms. Shilpa Bhat M.
I B.Com. D	Mrs. Vani U.S. & Ms. Kavyashree K.
II B.Sc. (PCM)	Ms. Soujanya D.
II B.Sc. (BZC)	Ms. Madhushree
II B.Sc. (PMC)	Mrs. Babitha S.
II B.C.A.	Mrs. Adithi Nayak
II B.B.A.	Ms. Priyanka
II B.Com. A	Dr. Shantala Vishwasa & Mrs. Savitha G.
II B.Com. B	Dr. Kalpana J. Prabhu & Mrs. Smitha M.
II B.Com. C	Dr. Bhuvana Ramachandran & Mrs. Savitha
II B.Com. D	Dr. Prashanth & Mr. Pramod Kumar P.S.
III B.Sc. (PCM)	Mrs. Sukhalatha
III B.Sc. (BZC)	Mrs. Roopashri K.P.
III B.Sc. (PMC)	Mrs. Vijetha Bhat
III B.C.A.	Mrs. Rajyalaxmi
III B.B.A.	Mrs. Dhanyashree
III B.Com. A	Mrs. Ashalatha & Mrs. Dejamma A.
III B.Com. B	Mrs. Lavina S. Noronha & Mr. Ashwil Karkera K.
III B.Com. C	Mrs. Usha Nayak & Mrs. Jayashree Shetty
III B.Com. D	Mrs. Sushma R. Shetty & Mrs. Rashmi



CANARA

GROUP OF EDUCATIONAL INSTITUTIONS
MANAGED BY CANARA HIGH SCHOOL ASSOCIATION

CANARA HIGH SCHOOL, MAIN	1891
CANARA GIRL'S HIGH SCHOOL	1894
CANARA HIGH SCHOOL, URWA	1944
CANARA KANNADA HIGHER PRIMARY SCHOOL	1944
CANARA NURSERY SCHOOL	1947
CANARA ENGLISH HIGHER PRIMARY SCHOOL	1970
CANARA PRE-UNIVERSITY COLLEGE	1972
CANARA COLLEGE	1973
CANARA BALAWADI	1978
CANARA ENGLISH HIGHER PRIMARY SCHOOL, URWA	1989
CANARA NURSERY SCHOOL, URWA	1991
CANARA TENNIS ACADEMY	1997
CANARA ENGINEERING COLLEGE	2001
CANARA MONTESSORI	2009
CANARA HIGH SCHOOL - CBSE	2009
CANARA EVENING COLLEGE	2014



CANARA COLLEGE

MANAGED BY CANARA HIGH SCHOOL ASSOCIATION, MANGALURU
RE-ACCREDITED BY NAAC AND AFFILIATED TO MANGALORE UNIVERSITY

MAHATMA GANDHI ROAD, KODIALBAIL, MANGALURU - 575003

Email: cnrcollege@yahoo.co.in Phone: 0824 2492366

www.canaracollege.com





CANARA COLLEGE

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

Mahatma Gandhi Road, Kodialbail, Mangaluru – 575 003, DK Dist, Karnataka

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Ph. No : 0824 - 2492366

Web : www.canaracollege.com



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. Deamma 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	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. 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	<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 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/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.

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/29/2020-21

August 04, 2020

MEETING NOTICE

Dear Madam / Sir,

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

With reference to the subject cited above, the monthly meet of the IQAC Associate Members will be convened on Saturday, August 08, 2020 at 9:30 AM in the Office of IQAC. You are required to attend the same. Agenda for the meet is herewith stated below.

Thank you!

With Regards,

H Chauhan

Mr. Hardik P. Chauhan

**IQAC Coordinator
Co-ordinator**

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



Premalatha V.

**Dr. Premalatha V.
Principal and Chairman
Principal
Canara College
Mangaluru**

1. Read and confirm the minutes of last meeting held on June 24, 2020 and review the ATR.
2. Confirm the nomination of IQAC Coordinator and recomposition of the Cell for the AY 2020-21.
3. Ratify the academic and administrative responsibilities of the staff for the AY 2020-21.
4. Chalk out plans for initiating quality enhancement initiatives.
5. Chalk out plans for offering Add-on / Certificate Courses for the AY 2020-21.
6. Gear-up with the preparation and finalization of AQAR 2015-16.
7. Follow-up with the commencement of draft SSR.
8. Status of the follow-up work and draw timelines to complete the same.
9. Discuss on the commencement and coordination of virtual classes.
10. 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. 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. Mrs. Vani U. S., Student Welfare Mentor

P.T.O.

- 10. Mrs. Sushma R. Shetty, Secretary, Staff Welfare Association
- 11. Mrs. Prathima V. Baliga, Web Administrator
- 12. Mrs. Radhika Bhat, Administrative Staff

INTERNAL QUALITY ASSURANCE CELL (IQAC)



Principal
Canara College
Mangaluru

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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2020-21

Record of Attendees of the Meet

Meeting Type	Meet of the IQAC Associate Members
Date of the Meeting	August 08, 2020
Time of the Meeting	9:30 AM
Venue of the Meeting	Office of the IQAC

Sl. No.	Name of the Member	Designation	Signature
Core Members			
1.	Dr. Premalatha V. Principal	Chairman	<i>Premalatha V.</i>
2.	Mr. Hardik P. Chauhan Asst. Professor, Dept. of Business Administration	IQAC Coordinator	<i>H P Chauhan</i>
3.	Mrs. Deamma A. Asst. Professor & Head, Dept. of Commerce	NAAC Steering Coordinator	<i>Deamma</i>
Associate Members (Criterion-wise & Administrative Representatives)			
4.	Mrs. Sandhya B. Asst. Professor & Head, Dept. of Chemistry	Head, Criterion I	<i>Sandhya</i>
5.	Mrs. Jayabharathi K. P. Asst. Professor & Head Dept. of Computer Science & Applications	Head, Criterion II	<i>Jayabharathi</i>
6.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema</i>
7.	Mrs. Lavina S. Noronha Asst. Professor, Dept. of Commerce	Head, Criterion IV	<i>Lavina</i>
8.	Dr. Kalpana J. Prabhu Asst. Professor & Head, Dept. of Hindi	Head, Criterion V	<i>Kalpana</i>
9.	Mrs. Pushpalatha Asst. Professor & Head Dept. of Business Administration	Head, Criterion VI	<i>Pushpalatha</i> 08-08-2020
10.	Mrs. Aparna Kamath, Asst. Professor & Head, Dept. of PG Commerce	Head, Criterion VII	<i>Aparna</i>
11.	Mrs. Vani U. S. Asst. Professor & Head, Dept. of Kannada	Student Welfare Mentor	ABSENT
12.	Mrs. Sushma R. Shetty Asst. Professor, Dept. of Commerce	Secretary Staff Welfare Association	<i>Sushma</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>

Mr. Hardik P. Chauhan
IQAC Coordinator



Premalatha V.
Dr. Premalatha V.
Principal & Chairman



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/30/2020-21

August 08, 2020

Minutes of the Monthly Meet of IQAC, August 2020

Date : Saturday, August 08, 2020

Time : 9:30 AM

Venue : Office of the IQAC

A monthly meet of the Associate members of Internal Quality Assurance Cell (IQAC) was convened on Saturday, August 08, 2020 at 9:30 AM in the Office of IQAC. The Principal and Chairman Dr. Premalatha V., chaired the meeting.

Agenda of the Meeting :

1. Read and confirm the minutes of last meeting held on June 24, 2020 and review the ATR.
2. Confirm the nomination of IQAC Coordinator and recomposition of the Cell for the AY 2020-21.
3. Ratify the academic and administrative responsibilities of the staff for the AY 2020-21.
4. Chalk out plans for initiating quality enhancement initiatives.
5. Chalk out plans for offering Add-on / Certificate Courses for the AY 2020-21.
6. Gear-up with the preparation and finalization of AQAR 2015-16.
7. Follow-up with the commencement of draft SSR.
8. Status of the follow-up work and draw timelines to complete the same.
9. Discuss on the commencement and coordination of virtual classes.
10. Any other matter with the permission of the Chair.

Attendees of the Meet :

The following members were present for the meet :

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

Absentees for the Meet :

1. Mrs. Vani U. S., Student Welfare Mentor

Proceedings of the Meet :

At the outset, IQAC Coordinator Mr. Hardik P. Chauhan welcomed all the members. A minute of

silence was observed to express deep condolences to the departed souls of the victims of tragic plane crash that took place at Kozhikode on August 07, 2020 and also to pay homage to Mr. Prashanth B., who was serving as Physical Education Teacher in the sister institution at Canara High School (CBSE).

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

- 1. Read and confirm the minutes of last meeting held on June 24, 2020 and review the ATR :**
IQAC Coordinator Mr. Hardik P. Chauhan read the minutes of last meeting held on Wednesday, June 24, 2020. The same were confirmed and ratified by the members. Action Taken for the same was also shared with the members.
- 2. Confirm the nomination of IQAC Coordinator and recomposition of the Cell for the AY 2020-21 :**
As Dr. Premalatha V., assumed the charge of the Office of the Principal to that effect Mrs. Dejjamma A., Head, Dept. of Commerce and NAAC Steering Coordinator has been nominated as the IQAC Coordinator along with the continuing Coordinator Mr. Hardik P. Chauhan. Further, it was resolved that IQAC Coordinators will also coordinate as NAAC Steering Coordinators too. It was also resolved to have the participation of the immediate Former Principal Dr. K. V. Malini as one of the Advisory Member to IQAC. The same was confirmed by the members. The revised composition of the IQAC for the AY 2020-21 was ratified by the members.
- 3. Ratify the academic and administrative responsibilities of the staff for the AY 2020-21 :**
Principal Dr. Premalatha V., read the proposed list of academic and administrative responsibilities assigned to the staff for the academic year 2020-21. Suggestions were received by the members in this regard. The same were considered and the list was ratified.
- 4. Chalk out plans for initiating quality enhancement initiatives :**
The members were called upon to chalk out action plans for initiating quality enhancement initiatives. Also referring to the IQAC circular issued vide CNR/IQAC/27/2020-21 dated July 09, 2020 the members were asked to initiate appropriate plans for the same.
- 5. Chalk out plans for offering Add-on / Certificate Courses for the AY 2020-21 :**
Principal Dr. Premalatha V., called upon the members to chalk out appropriate plans for offering Add-on / Certificate Courses for the AY 2020-21. The members agreed for the same.
- 6. Gear-up with the preparation and finalization of AQAR 2015-16 :**
Principal Dr. Premalatha V., called upon the Criterion Heads to gear up with the preparation and finalization of the AQAR 2015-16 that is overdue for submission. A timeline was drawn for its submission and review and final online submission. The members agreed for the same.
- 7. Follow-up with the commencement of draft SSR :**
With the finalization and submission of AQAR 2015-16, Principal Dr. Premalatha V., directed the members to gear-up for the commencement of the preparation of draft SSR for the IV Cycle A & A. Further, she called upon the members to make the best use of the available time for preparing the same and follow it up as per the timeline drawn earlier.
- 8. Status of the follow-up work and draw timelines to complete the same :**
IQAC Coordinator Mr. Hardik P. Chauhan sought the updates from the Heads of Programme Departments on the status of the follow-up work that was assigned earlier. Further, it was resolved

to complete the same at the earliest.

9. Discuss on the commencement and coordination of virtual classes :

Mrs. Pushpanjali S., Coordinator of Virtual Class Coordination Committee updated the members about the follow-up status of commencing the recording of virtual lectures. Further, she placed before the members the guidelines framed for the smooth conduction of the same. She also gave clarifications for the queries raised by the members. The guidelines framed for the conduct of virtual classes were confirmed by the members. It was resolved to notify the same to all the staff members for their kind information and compliance. Principal Dr. Premalatha V., appreciated the team for the follow-up initiated and expected the smooth conduct of the same.

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

The following other matters were discussed :

- i. It was resolved to draw an updated guidelines in sync with the accreditation requirements.
- ii. It was resolved to update and make necessary modification in the Lecturer's Work Diary and Academic Class Mentor's Diary.
- iii. Directives were issued to chalk out plans for conducting virtual Institutional Orientation, Departmental Orientation and Bridge Course for the newly admitted first year students taking into consideration the academic calendar.
- iv. It was suggested and resolved that Departmental / Staff meetings must have plans for quality enhancement initiatives and its periodic review as one of the agenda for discussion.
- v. It was directed to inculcate a consistent system to strengthen quality in the system.
- vi. It was directed to ensure the relevancy and quality of any programmes that is organized. Further, it must contribute towards reflecting the core values of NAAC and ultimately accomplish the vision and mission of the Institution.

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

Dejamma
HC Chauhan
Mrs. Dejamma A.
Mr. Hardik P. Chauhan
IQAC Coordinators
Co-ordinator
Central Quality Assurance Cell
GANARA COLLEGE
Mangaluru - 575 003

Premalatha V
Dr. Premalatha V.
Principal & Chairman
Principal
Ganara College
Mangaluru



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/56/2020-21

December 19, 2020

MEETING NOTICE

Dear Madam / Sir,

**Subject : Regarding the Meet of the IQAC Associate Members with
the Correspondent - December 2020.**

With reference to the subject cited above and as intended by the Correspondent, a meet of the IQAC Associate Members with the Correspondent will be convened on Tuesday, December 22, 2020 at 10:45 AM in the Office of IQAC. Kindly make it convenient to attend the same. Agenda for the meet is herewith stated below.

Thank you.

With regards,

Handwritten signature of Mrs. Dejamma A.
Mrs. Dejamma A.

Mr. Hardik P. Chauhan

IQAC Co-ordinator

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



Handwritten signature of Dr. Premalatha V.
Dr. Premalatha V.
Principal and Chairman
**Principal
Canara College
Mangaluru**

1. Read and confirm the minutes of last meeting held on December 01, 2020 and review the ATR.
2. Discuss and review the status of NAAC A & A work done as on date.
3. Any other matter with the permission of the Chair.

Copy to :

1. Sri Maroor Sudhir Pai, Correspondent, Canara College, Mangaluru.
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. Lavina S. Noronha, Head, Criterion IV
6. Dr. Kalpana Prabhu J., Head, Criterion V
7. Mrs. Pushpalatha, Head, Criterion VI
8. Mrs. Aparna Kamath, Head, Criterion VII
9. Mrs. Vani U. S., Student Welfare Mentor
10. Mrs. Sushma R. Shetty, Secretary, Staff Welfare Association
11. Mrs. Prathima V. Baliga, Web Administrator
12. Mrs. Radhika Bhat, Administrative Staff



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2020-21

Record of Attendees of the Meet

Meeting Type	Meet of the IQAC Associate Members with the Correspondent
Date of the Meeting	December 22, 2020
Time of the Meeting	10:45 AM
Venue of the Meeting	Office of the IQAC

Sl. No.	Name of the Member	Designation	Signature
Core Members			
1.	Dr. Premalatha V. Principal	Chairman	ABSENT
2.	Mrs. Dejamma A. Asst. Professor & Head, Dept. of Commerce	IQAC & NAAC Steering Coordinators	<i>Dejamma</i>
3.	Mr. Hardik P. Chauhan Lecturer, Dept. of Business Administration		<i>#P Chauhan</i>
Associate Members (Criterion-wise & Administrative Representatives)			
4.	Mrs. Sandhya B. Assoc. Professor & Head, Dept. of Chemistry	Head, Criterion I	For <i>ABSENT</i>
5.	Mrs. Jayabharathi K. P. Asst. Professor & Head, Dept. of Comp. Sc. & Appns.	Head, Criterion II	<i>AS</i>
6.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce	Head, Criterion III	<i>Seema</i>
7.	Mrs. Lavina S. Noronha Asst. Professor, Dept. of Commerce	Head, Criterion IV	<i>Lavina</i>
8.	Dr. Kalpana J. Prabhu Asst. Professor & Head, Dept. of Hindi	Head, Criterion V	<i>Kalpana</i>
9.	Mrs. Pushpalatha Asst. Professor & Head, Dept. of Business Admn.	Head, Criterion VI	<i>Pushpa</i>
10.	Mrs. Aparna Kamath Asst. Professor & Head, Dept. of PG Commerce	Head, Criterion VII	<i>ABSENT</i> <i>for Aparna Kamath</i>
11.	Mrs. Vani U. S. Asst. Professor & Head, Dept. of Kannada	Student Welfare Mentor	<i>Vani</i>
12.	Mrs. Sushma R. Shetty Asst. Professor, Dept. of Commerce	Staff Welfare Secretary	<i>Sushma</i>
13.	Mrs. Prathima V. Baliga Asst. Professor, Dept. of Comp. Sc. & Appns.	Web Administrator	<i>Prathima</i>
14.	Mrs. Radhika Bhat Sec. Div. Clerk.	Administrative Staff	<i>Radhika</i>
Advisory Member (Special Invitee)			
15.	Mr. Maroor Sudhir Pai Correspondent, Canara College, Mangaluru.	Management Nominee	<i>Mr. Pai</i>

#P Chauhan
Mrs. Dejamma A.
Mr. Hardik P. Chauhan
IQAC Coordinators



Pushpalatha
Dr. Premalatha V.
Principal & Chairman
Principal
Canara College
Mangaluru



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/57/2020-21

December 23, 2020

Minutes of the Meet of IQAC with the Correspondent, December 2020

Date : Tuesday, December 22, 2020

Time : 10:45 AM

Venue : Office of the IQAC

A meet of the Associate members of Internal Quality Assurance Cell (IQAC) with the Correspondent was convened on Tuesday, December 22, 2020 at 10:45 AM in the Office of IQAC. The Correspondent Mr. Maroor Sudhir Pai chaired the meeting. Officiating Principal and IQAC & NAAC Coordinator Mrs. Dejjamma A., was also present for the meeting.

Agenda of the Meeting :

1. Read and confirm the minutes of last meeting held on December 01, 2020 and review the ATR.
2. Discuss and review the status of NAAC A & A work done as on date.
3. Any other matter with the permission of the Chair.

Attendees of the Meet :

The following members were present for the meet :

1. Mr. Maroor Sudhir Pai, Correspondent, Member, Management Nominee
2. Mrs. Dejjamma A., Officiating Principal and IQAC & NAAC Steering Coordinator
3. Mr. Hardik P. Chauhan, IQAC & NAAC Steering Coordinator
4. Mrs. Jayabharathi K. P., Head, Criterion II
5. Mrs. Seema Prabhu S., Head, Criterion III
6. Mrs. Lavina S. Noronha, Head, Criterion IV
7. Dr. Kalpana Prabhu J., Head, Criterion V
8. Mrs. Pushpalatha, Head, Criterion VI
9. Mrs. Sushma R. Shetty, Staff Welfare Secretary
10. Mrs. Prathima V. Baliga, Web Administrator
11. Mrs. Radhika Bhat, Administrative Staff
12. Mrs. Thara Kumari, Member, Criterion I
13. Ms. Megha Kamat, Member, Criterion VII

Absentees for the Meet :

1. Dr. Premalatha V., Principal and Chairman, (OOD)
2. Mrs. Sandhya B., Head, Criterion I, (OOD)
3. Mrs. Aparna Kamath, Head, Criterion VII

Proceedings of the Meet :

At the outset, the Officiating Principal and IQAC & NAAC Steering Coordinator Mrs. Dejjamma A., welcomed the Correspondent and all the members. In her address, she also shared the purpose of the meeting. The business of the meeting then started by taking each agenda for consideration.

1. Read and confirm the minutes of last meeting held on October 06, 2020 and review the ATR:
IQAC Coordinator Mr. Hardik P. Chauhan read the minutes of last meeting held on Tuesday, December 01, 2020. The same were confirmed and ratified by the members. Action Taken for the same was also shared with the members.

2. Discuss and review the status of NAAC A & A work done as on date :

IQAC and NAAC Steering Coordinator Mr. Hardik P. Chauhan gave the updates on the preparations and follow-up status of NAAC A & A work done as on date. Further, he also gave an overview of the Revised Accreditation Framework (RAF) under the new methodology of NAAC A & A and the expected timeline of the Institution to apply for its upcoming IV Cycle of A & A process before March 2021. This is to ensure the continuity of the validity of our existing accreditation.

- Correspondent Mr. Maroor Sudhir Pai upon reviewing the status of work done pertaining to NAAC SSR, learned that there is further more need of gearing-up with the said work and consider it as “High Priority”.
- He threw light upon the possible implications on the HEIs under the NEP. Furthermore, he also expressed the plans of the Institution to go for Autonomy Status. Considering all this strategic issues, he highlighted the need and importance of accreditation for the institution.
- Therefore, considering the quantum of work that needs to be followed-up within the timeline, he urged all the staff members to gear-up with priority, devote quality time and also coordinate for its timely completion.
- He further directed to have collective and inclusive approach and working in smaller groups.
- Due to the paucity of time and at the need and call of the Institution, he urged the members to complete the said work at the earliest by forgoing Christmas Vacations and sparing some exclusive time as directed by the Principal. Further, the follow-up status and progress of the work shall be reviewed in the next meeting. All the members collectively agreed and assured to complete the work by the first week of January.

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

The following other matters were discussed :

- i. Correspondent was updated about the calendar of events as per the revised Academic Calendar 2020-21 (UG) notified by the University.
- ii. In pursuant to the revised academic calendar of the University, it was resolved to commence the Practical classes in smaller batches from January onwards by following the Guidelines and SOP of COVID-19.
- iii. Correspondent reviewed the progress and effectiveness of virtual classes and directed to have live Google meet sessions wherever possible.
- iv. Updates were also given on the conduct of First Internal Assessment Examination through online mode.

Correspondent Mr. Maroor Sudhir Pai in his concluding remarks assured total support from the Management and also said that the proposals for various requirements submitted by the college have been duly sanctioned and its work is in due progress. He called upon everyone to serve in the best interest of the Institution and for the betterment of CANARA.

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

HPC Chauhan
Mrs. Dejamma A.

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



Dejamma

Mrs. Dejamma A.
Officiating Principal
Principal
Canara College
Mangaluru

Glimpse of the Meeting



Copy to : (For kind information and perusal)

1. Dr. Premalatha V., Principal and Chairman
2. Mr. Maroor Sudhir Pai, Correspondent, Canara College, Mangaluru

Date :- Saturday, November 28, 2020

Time :- 10.00 A.M

Venue :- Room No 7.

The Examination Committee meet was convened on Saturday, November 28, 2020 at 10.00 A.M in Room No 7. All the members of Exam Committee were present for the meeting.

Proceedings of the meeting.

1. Discussion to resume Examination work :- To begin the Exam committee work for the academic year 2020-21.
2. The Responsibilities of each Exam Committee member was allotted.
3. Date of Exam :- 14.12.2020 Tentative Date Ends on 17.12.2020. (4 days)
4. Time Table :- Time Table have to be prepared by the Exam Committee.
5. Mode of conducting Exam :-
 1. online Mode
 2. Sending question paper in watsapp / google classroom & responding in g-suite mail id of lecturer.
6. Duration of Exam :- The duration of Exam is one hour of 25 Marks.
7. Setting the question paper :- The concerned

Meeting Notice

Dear Madam/Sir,

Subject :- Resume of Examination Committee
= Work & Conducting the 1st Internal Exam.

With reference to the subject cited above, the examination committee meet will be convened on Saturday 28-11-2020 at 10.00 A.M in Room NO 7. you are required to attend the same.

Thank you
With Regards
Dhanyashree

Mrs. Dhanyashree
(Exam Committee head)

Subho V
Principal

Meeting Agenda

1. Discussion to resume Examination Committee work
2. Discussion on the responsibilities of Committee members
3. Discussion to conduct first Internal Exam
 - a) Date of Exam
 - b) Time Table
 - c) Mode of conducting Exam
 - d) Duration of Exam
 - e) Setting the Question Paper
4. Any other matters.

Note :- The meeting notice copy is sent to all the Exam committee members through watsapp.

Note :- The Proceedings of the meeting has been conveyed to the Principal.

Course faculty have to set one set of question paper. The faculty have to submit one set of question paper to the Exam. Committee.

Attendees Signature

- | | |
|--------------------------|-------------------------|
| 1. Mrs. Dhanyashree | <u>Dshree</u> |
| 2. Mrs. Vijetha | <u>VJ</u> |
| 3. Mrs. Suyatha G. Nayak | <u>Sp</u> |
| 4. Mrs. Vinodha Nayak | <u>WN</u> |
| 5. Mrs. Rashmi Shetty | <u>Rashmi</u> |
| 6. Mrs. Pushpanjali S | <u>Rashmi</u> <u>PS</u> |

(4)

Date:- Feb 11, 2019

STUDENTS E-ATTENDANCE
MONITORING COMMITTEE

Venue:- Computer Lab 2

- Agenda :-
- 1) Scrutinizing the Participation forms
 - 2) Finalizing the Shortage list - upto Feb 11.

Proceedings:

- 1) Discussed about how to proceed with the work. Student's Participation list with form no. and hours was already listed by the Convener. Going through the list, other committee members ~~are~~ noted down the subjects for which the attendance to be allotted to the students by referring their absent marked in the "Absentee Statement book".
- 2) Consolidated Report of total no. of attendances to be allotted for a student in each subject is prepared which should be updated by the Convener (Admin) in the software.

Name	
1) Jayabharati K.P.	:
2) Ms. Usha Nayak	:
3) Ms. Pramod	:
4) Dr. Yashodhar	:
5) Mrs. Adithi Nayak	:
6) Ms. Harshika P. Chauhan	:
7) Ms. Soujanya	:

5

Date:- March 11, 2019

Venue:- Computer Lab II

Agenda:- To Finalize Shortage list upto March 11th

Proceedings.

Procedure is done as we have done in Feb 11th

Consolidated Report was prepared only for 11th students got attendance. Shortage: Participation forms are scrutinized only for such students.

Members present in the meeting:

- 1. Mrs. Jayabharathi K.P. :
- 2. Mrs. Usha Nayak :
- 3. Mrs. Aditi Nayak :
- 4. Dr. Yashodhar :
- 5. Mr. Pramod :
- 6. Mr. Harshik P. Chohan :
- 7. Ms. Soujanya :

7.7.2017

NOTICE

A meeting of library Committee members is called on 8.7.2017 at 3.45 p.m. in the library.

Agenda:

1. Library Budget approval for the year 2017-18
2. Inauguration of 'Readers Club' on 21.7.17.
3. Ranganathan's Day celebration to be conducted on 12.8.2017.
4. Book exhibition to be conducted on 17th and 18th of August.


Members Present:

1. Principal: Dr. K.V. Malini
2. Commerce Dept: Mrs. Usha Nayak
3. English Dept: Mr. Pramod
4. Comp. sc. Dept: Mrs. Adithi.
5. Librarian: Mrs. Rekha Desai
6. Student representative 1. Shreya Bhaktha III PCM
2. G. Harish Pai III BLOWG.

Proceedings:

1. Library Budget approved.
2. Decided to celebrate Ranganathan's Day, Readers club inauguration, exhibition books from 'Biblios'.


LIBRARIAN
Genara First Grade College
Mangalore - 575 003


Principal
CANARA COLLEGE
Mangaluru - 575 003

NOTICE

16.7.18

A meeting of Library Committee members called on 11.7.18 at 3.45 p.m. in Principal's chamber.

Principal : Dr. K.V. Malini Malini

Librarian : Mrs. Rekha Jeeik

Mrs. Usha Nayak :
(Commerce Dept)

Usha

Mr. Pramod P.S. :
(English Dept)

Pramod

Mrs. Adithi Nayak :
(Comp. science Dept)

Adithi

Student Representatives:

1. Pramod IC B Com
2. Vignetha BCome

Dept

Agenda:

1. Library Budget
 2. Book Release programme
 3. Book Bank Books Distribution
 4. OPAC training to students
 5. Conduct Talent Hunt Drawing, Painting Exhibition.
- Proceedings of the advisory committee meeting held on 11.7.18

1. Resolved to Utilise the Library Budget.
2. To invite Mr. Vedavyasa Kamath, M.L.A. as Chief guest of the day. (Book Release function)
3. Distribution of Book Bank Books & OPAC Training to the new comers.

18.7.17

NOTICE

Date / / 20

A meeting of library advisory committee members is called on 19.7.17 at 3.45 p.m. in the library.

Agenda:

1. Inauguration of 'Readers club' and Book Review from students.
2. Inauguration of 'Bhayan Sandhya'.

Members Present-

1. Principal : Dr. K. V. Malini ✓ *Malini*
2. Dept of Commerce : Mrs. Usha Nayak ✓ *Usha*
3. Dept of English : Shree Pramod ✓ *Shree*
5. Dept of Comp-Science : Mrs. Adithi. ✓ *Adithi*
6. Librarian : Mrs. Roshni Desai ✓ *Roshni*
7. Student representatives: 1. Shreya Bhattha III PCM ✓ *Shreya*
2. G. Harish Pai III Com G ✓ *Harish*

Proceedings:

1. Decided to inaugurate 'Readers club' on 21.07.2017.
2. Decided to invite Dr. Vasappa Gowda, Selection Grade Librarian, Besant- Evening college as chief guest.
3. Book reviews by the students.

Roshni
18/7/17

LIBRARIAN

Canara First Grade College
Mangalore - 575003

Malini

**Principal
CANARA COLLEGE
Mangalore - 575 003**

Principal
CANARA COLLEGE
Mangalore - 575003

LIBRARIAN
Canara First Grade College
Mangalore - 575003

4. Decided to conduct Talent-Hunt-Painting exhibition on 25th & 26th of July at-Reading Room.

Usha
10/11/18
LIBRARIAN

LIBRARIAN
Canara First Grade College
Mangalore - 575 003

Mati
PRINCIPAL

Principal
CANARA COLLEGE
Mangaluru - 575 003

14/8/19

NOTICE

A meeting of Library Advisory Committee members is called on 17th August at Reading Room.

Members:

Principal: Dr. K. V. Malini *Kati*

Librarian: Mrs. Reha Devi *Devi*

H.O.D. Hindi: Dr. Kalpana Babu *Babu*
Dept

Comp. Sc. Dept: Mrs. Adithi Nayak *Adithi*

Com. Dept: Mrs. Rashmi Shetty - *Rashmi*

Zoology Dept: Mrs. Pushpanjali *Pushpanjali*

Student Representatives: 1. Varishree ^{III PCM} *Varishree*
2. Vidya ^{III BBA} *Vidya*


Agenda:

1. Varamahalaxmi Pooja
2. S. R. Ranganathan's Day.
3. OPAC Training.
4. Forwarding Book Reviews in Readers club & Canara family WhatsApp group.

Proceedings of the Library Advisory Committee meeting held on 17th August.

1. Decided to conduct Varamahalaxmi Pooja on 9.8.2019 at library Hall.
2. Decided to conduct Ranganathans day on 13.8.2019 & invite Shree Shreedhar Prabhur as chief guest.
3. Decided to give 'OPAC Training' to the freshers from 1st September to 30th September.
4. To encourage & bring to the notice of the students as well as staff, created WhatsApp group & putting all the book reviews & cover pages in the group.


Librarian


Principal

Principal
Canara College
Mangaluru - 575 003

August 8, 2019



CANARA COLLEGE

Mahatma Gandhi Road, Kodialbail, Mangaluru – 575 003



2019-20

Appraisal Committee - Meeting 1

Venue : *Department of Computer Science*

Date: August 8, 2019

Time: 9:30 AM to 10:30 AM

Agenda:

1. Inform about the whole process of Student Evaluation of Teaching.
2. Train on what data gathering is, its role and importance and how to do it.
3. Plan tentative dates for the whole process.

Proceedings:

1. Members of the committee understood the process of online collection of feedback, steps involved in it.
2. Work allotment on teacher data to be collected was finalized:
 - a. Mrs. Prathima V Baliga – Department of Computer Science & Applications
 - b. Mrs. Usha Nayak – Department of Commerce, Department of Economics
 - c. Mrs. Rōopashri K P – All Basic Science Departments (Physics, Chemistry, Maths, Botany, Zoology)
 - d. Mrs. Shilpa Bhat – Department of Business Administration, All Language Departments(English, Kannada, Hindi, Sanskrit), Department of Political Science





3. Tentative Date:


3 rd week of August 2019	Collection of workload information from teachers
4 th week of August 2019	Allotment of Teacher to Class for feedback
By September 1 st week 2019	Collection of Email id's (Both Hard & Soft Copy) from Academic Advisors
2 nd and 3 rd week of September 2019	Data Preparation of feedback
Last week of September 2019	Feedback Form Submission by Students
2 nd week of October 2019	Form Processing and mail feedback to teachers
3 rd week of October 2019	Compilation of feedback into a book

4. Collect contact details of new staff members along with the work allotted.

August 8, 2019

Members Present:

1. Mrs. Prathima V Baliga - 
2. Mrs. Usha Nayak - 
3. Mrs. Roopashri K P - 
4. Mrs. Shilpa Bhat - 


Prathima V. Baliga
Appraisal Committee

Student Welfare Council

18/7/19

Meeting

Agenda :

1. Preparation for Leadership Training Program

* Strives the institution as realizing its ideal through developing leadership skills among students.

Proceedings :

→ It was decided to have half day workshop on leadership training on July 28, 2019 (Morning session)

→ Title of the programme was suggested by Mr. Hardik P. Chauhan as leadership development workshop on "Awakening the leader in you".

→ It was decided to conduct this programme in association with Lions Club Mangalore in 2 sessions
→ ~~Dr.~~ Ramela Shukar - Ist session - Leadership and its role

→ Mr. Vijay Vishnu Nayya - II session - Team Building

→ This workshop was organized for newly inducted office bearers of the student welfare Council.

Work Allotted

* Baidija Shet - Welcome & Introduction

* Madhumittie - Vote of Thanks.

* Tharvi, III pnc - M.C

* Prathma - Invitation, Thanking letter, Attendance, Coordinating

* Vani U.S - Overall.

* Likith - Photo

Mrs. Vani U.S Chair

Mrs. Prathma V. Baliga

24/7/2019

Meeting

Agenda:

1. Preparation for Kargil Vijay Diwas
2. Campus Cleaning Programme.

Proceedings:

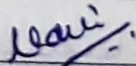
- It was decided: 1) to conduct this programme on July 26, 2019 ~~and~~ 2) chief guest for the programme Praveen Shetty, Kimpala, 3) To felicitate the guest
- 4) Play the video of the guest who fought during Kargil war
- classes to be shortened & program at 3.15 PM.

Work allotted:


- * Mrs. Vani U.S. - ~~welcome~~ vote of thanks
- * Dr. Prashant - Welcome & Introduction
- * Dhannush, III B Com D - M.C
- * Bhadrush Mallige, III BBA - video
- * Sikkil Raj, I B Com C - Photo

→ It was decided to clean the campus on July 27, 19 by class representatives from 12:30 P.M to 2.00 P.M


Mrs. Vani U.S.

- 

Mrs. Prathima V. Beliga

- 

Dr. Prashant

- 

Notice .

All the staff members are required to attend a meeting on 3rd Dec 2020 in the Seminar Hall at 11:30 p.m without fail.

Agenda .

1. Conducting internal examination for all the students
2. Regarding PTA meeting
3. Plan of action for the academic year
4. Regarding add on course.
5. Any other matter .



Sushma . R. Shetty
Staff Secretary

Punetha V

Principal
Canara College
Mangaluru - 575 003

Meeting held on Dec 3rd 2020 at 11:30 am.

Agenda

- Conducting internal examination for all the students
- PDA meeting
- Plan of action for the academic year.
- Regarding add on course.
- Any other matter.

Dr. Premalatha V

Members present in the meeting:

- | | |
|--------------------------|-------------|
| 1. MR. HARDIK P. CHAUHAN | #PC Chauhan |
| 2. Sandhya B. | |
| 3. Seema Pralthe S. | |
| 4. Ashwini Keekera K. | |
| 5. Prasad Kumar P.S | |
| 6. Manohara Acharya | |
| 7. Dr. Ganesh Reddy | |
| 8. Dr. Shantale Vishwan | |
| 9. Ritika S Das | |
| 10. THARAKUMAR | |
| 11. Sushama C | |
| 12. Ashalatha | |
| 13. Kangashree K | |
| 14. Adilhi Nayak | |
| 15. Prathimi V. Baliga | |
| 16. Soujanya D | |
| 17. Roshanvi K.P | |
| 18. Ananya Bhagath | |
| 19. Lavini S. Nataraju | |

20	Sukhalatha		Dula
21	Keerthi Alva		Kthra
22	Savitha		Savitha
23	Vinoda. V. Nayak	WM.	2.12.2020
24	Rashmi		Rashmi
25	Smitha. M.		Smitha
26	Usha Nayak		Usha
27	Vijetha Bhat		Vijetha
28	Pushpanjali S		P
29	Dhanyashree		Dhanyashree
30	Apasna Kamath		Apasna
31	Megha. Kamat		Megha
32	Asha Jyothi		Asha
33	Raveesha P M		Raveesha
34	Shrilekha Kumari-T.G.		Shrilekha
35	Dr. Bhuvana Ramchandran		Dr. Bhuvana
36	Jayabharathi K.P		Jayabharathi
37	Babitha. S		Babitha
38	Raxmi Hegde		Raxmi
39	Dr. Asha Kiran Lakshmi		Dr. Asha Kiran
40	Mrs. Jayashree Shetty		Mrs. Jayashree
41	Dejamma. A		Dejamma

minutes of the meeting

- Conducting internal examination for all the students. The principal announced that in this sem there would be one internal and one assignment and the the academic advisors have to pass on the necessary information to their students through whatsapp group. ~~as per~~ Mrs. Danyashree from the examination committee talked about the examination details. The examination committee in consultation and consensus with the principal decided to conduct internal examination from

14th Dec onwards. It was decided that only one exam of 25 marks will be conducted per each day through google classroom. Students will be given one hour duration to write the exam and 15 minutes to upload their paper in the google classroom. The hard copy of the examination will be submitted after the completion of all the exams. Subject teachers will verify the soft copy and hard copy of the exam papers and allot the marks. The timing of the internal examination will be from 10:30 to 11:30. The examination committee requested all the teachers to submit the question paper before 8th December.

2. PTA meeting.

The principal said that PTA meeting should be conducted for all classes via online mode and the parents should be informed about the internal examinations about online classes and the syllabus completed in each subject and she also said that the parents should be motivated to their wards to the offline classes.

3. Plan of action for the academic year.

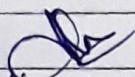
Principal requested all the staff members to submit the plan of action of the program conducted in the academic year via online mode.

4. Regarding add on course.

It was also discussed the add on course through online mode.

could be conducted under different association
Principal asked the concerned staff to submit
proposal on the same.

- 5) Any other matters
- No other matters were discussed


Staff secretary
Sushma R. Shetty

Principal
Dr. Premalatha
Pudalath

Principal
Canara College
Mangaluru - 575 003

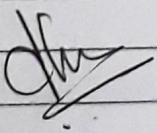
Principal
Canara College
Mangaluru - 575 003

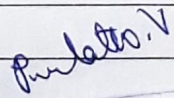
Notice

A staff meeting is convened on 12th August 2020 at 3.00 p.m in General hall. All are required to attend without fail.

Agenda :

1. Instructions on college rules and regulations.
2. Updates on fresh admission.
3. Inputs regarding the academic year 2020-21.
4. Information from the documentation Committee.
5. Also Discussion about ABAR and SSR.
6. Information about the general orientation, Department orientation, bridge course and regular lectures.
7. Discussion about Online classes.
8. Any other matters with the permission of chair.


Staff Secretary


Principal
Canara College
Mangaluru

Minutes of the Meeting held on 12th August 2020
CNR/staff welfare association / 10 / 2019-20.

Agenda

1. Instructions on college rules and regulations
2. updates on fresh admission
3. Inputs regarding the academic year 20-21
4. Information from the documentation Committee
5. Discussion about NBAR and SSR.
6. Information about the general Orientation, Dept Orientation
bridge course & regular let
7. Discussion about Online classes.
8. Any other matters with the permission of the chair.

Members present

Principal

Principal's V

- | | |
|---------------------------|--|
| 1. THARAKUMARI | |
| 2. Vani. u. s | |
| 3. Dr. Ganesh-Shetty | |
| 4. Sandhya. R. | |
| 5. Dr. Asha Kiran Pabbala | |
| 6. babitha-S | |
| 7. Suma Prabhuk S | |
| 8. Pnyanku | |
| 9. Preshpalakha | |
| 10. Ritthika S Das | |
| 11. SUJATHA G. NAYAK | |
| 12. Ashwik Karkera. K. | |
| 13. Soujanya D | |
| 14. Roopashree K.P | |
| 15. Anaraya Bhagvath | |
| 16. Jayabharath KP | |
| 17. Asha Jyothi | |
| 18. Sushama. c | |
| 19. Rashmi Shetty | |
| 20. Jayashree Shetty | |

21.	Kamashu. V	Kamashu
22.	Swathi Nayak	Swathi 12/8/2020
23.	Smitha M	Smitha 12/8/2020
24.	Vinoda V Nayak	Vinoda
25.	Ashalatha	Ashalatha
26.	Sukhalatha	Sukhalatha
27.	Madhusree	Madhusree
28.	Megha. M. Kamat	Megha
29.	Prathima V. Baliga	Prathima 12/8/2020
30.	Aditti Nayak	Aditti
31.	Rajyalaxmi	Rajyalaxmi
32.	Shailaja Kemary Tu.	Shailaja
33.	Ravresh P.M	Ravresh
34.	Manohara Acharya.	Manohara
35.	Pranod Kumar P.S	Pranod
36.	Yashodhara T	Yashodhara
37.	Arinash	Arinash
38.	Dhanyashree	Dhanyashree
39.	Laxmi Hegde	Laxmi
40.	Keerthi. Alva	Keerthi
41.	Mrs. Pushparajali S	Mrs. Pushparajali
42.	Mrs. Vijetha Bhat	Mrs. Vijetha
43.	Savitha G. Acharya	Savitha G.
44.	Poornima.	Poornima
45.	SAVITHA	Savitha
46.	Dejamma A. IBAE Coordinator	Dejamma
47.	'Hardik Chauhan	Hardik Chauhan
48.	Lushma R. Shetty Staff Secretary	Lushma

Minutes of the meeting

1. Principal directed all the staff members to stick to the regular timing of the college and ~~do~~ it was told that as per the management direction the leaves of every staff will remain cancelled and any further leave would lead to loss of pay.
2. Instructions regarding the admission was given by the principal, where she said that while receiving the admission form the staff members have to check that all the details are filled in properly. Also discussion regarding giving installments to the students who are not able to pay in one lumpsum was made.
3. Inputs regarding the academic year 20-21 was given by the principal as to the commencement of online classes and the plans for the new academic year.
4. The documentation committee convenor gave the information about the criteria of sending the reports of the association to the documentation committee.
5. As the IBAC coordinator Prof Hardik Chauhan spoke about the sustenance and quality improvement of the college. He also said that all the statutory committees should maintain the required documents and ~~not~~ conduct quality programmes. The all the criterion heads has to submit the ARAE and SSR on time.
6. Principal directed the staff members about conducting online Orientation ~~to~~ and department Orientation to all the students. She also said

that the bridge course for the students should be planned and conducted online in the next month.

7. Conducting online classes for the students was also decided and the principal said all the staff members to be prepared for conducting online classes for the students in the new academic year 2020-21.

8. At the end the staff secretary read the allocation of academic responsibilities of all the staff members for the year 2020-21.

Bushma R. Shetty
Staff secretary

Bunelato V
Principal
Canara College
Mangaluru

STAFF MEETING

MONTH of September

CNR / STAFF WELFARE ASSOCIATION /
05 / 2019-20

Date: 17.9.2019

Time: 4 PM.

VENUE: Seminar Hall

AGENDA

1. Finalisation of statement Marks
 - Second Internals - 30.9.19
 - EE/CCA marks - 5.10.19
 - Internal Assessment marks
: 5.10.19
2. Commencement and follow up with NAAC work.
3. Instructions by principal.
4. Other Matters
 - ① mou.

Sl. No NAME OF THE FACULTY Signature

1	Dr. R.V. Malini, Principal	Malini
2	Dr. Ganesh Shetty	Shetty
3	Mr. Hardik P. Chauhan	HP Chauhan
4	Pushpalakha	Pal
5	Pranav Kumar P.S	Pranav
6	Dr. Prashant	Prashant
7	Dr. Yashodhara J	Yashodhara
8	Mr. Mandhara Acharya	Mandhara
9	Ashwini Kerkar K.	Ashwini
10	Ashabhathe	Ashabhathe
11	Suhma R. Shetty	Shetty
12	Smriti M	Smriti
13	Usha Nayak	Usha
14	Savitri K	Savitri
15	Dr. Shantala V.	Shantala
16	Rajyashree	Rajyashree
17	Sharilya Kumari T.V	Sharilya
18	Pratima V. Baliga	Pratima
19	Priyanka	Priyanka
20	Laxmi Hegde	Laxmi
21	Swathi Nayak	Swathi
22	Vindya B.B	Vindya
23	Megha M. Kamath	Megha
24	Akhana Kamath	Akhana
25	Abarna Kamath	Abarna
26	Asha Tyothi	Asha
27	Soujanya D.	Soujanya
28	Ashwini Balhu G.	Ashwini
29	Deepthi Rao.	Deepthi
30	Shilpa Shat M	Shilpa
31	Kanyashree K	Kanyashree
32	Mrs. Nishitha Shetty	Nishitha
33	Madhusree	Madhusree
34	Jayashree K.P	Jayashree
35	Dr. KALPANA	Kalpana

36	Lavina S Nolonha	<u>Lavina</u>
37	Anasuya Bhagvath	<u>Anasuya</u>
38	Rithika S Das	<u>Rithika</u>
39.	THARA KUMARI	<u>Thara</u>
40	Dr. Premalatha V	<u>Premalatha</u>
41.	Mrs. Babilha S	<u>Babilha</u>
42.	Seema Prabhu S.	<u>Seema</u>
43.	Dr Bhuvana Ramachandran	<u>R. Bhuvana</u>

Minutes of Meeting:

- (A) Finalisation of Statements of Marks
- (1) All concerned subject lecturers have to submit their second internal assessment marks on or before 30.9.2019
 - (2) Extra - Curricular Marks / Co-curricular marks have to submit on or before 5.10.2019
 - (3) All concerned subject lecturers have to submit their final internal assessment marks

on or before 5.10.2019

(B) principal has directed all the members of Criteria wise to follow up with NAAC work.

(C) Instruction by principal on .

Important matter related to Academic year 2019-20.

(1) Henceforth No Designation of 'DEAN'

(2) With Regard to Completion of Posters

* 75% posters should be completed, can engage special classes etc

(3) Re-test to be conducted from coming Monday (23.9.2019 - 28.9.2019) to Saturday.

For Re-test Academic Advisor of specific class should be recommended with genuine Reason.

(4) With Regard to MON (Memo- random of Understanding with other institutions.

(I) Mat for advice in examination should take strictly.

(II) With regard to Guest Lecturer. Each Department -
have to conduct two Qualitative programmes in each semester.

(III) With regard end of Semester classes.

Staff Secretary
Principal
C.O.R. Guest Secretary (U)



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/122/2019-20

04th November 2019

MEETING NOTICE

To,
The President and
Members nominated to the PTA Advisory Committee
Canara College, Mangaluru – 575 003.

Dear Sir / Madam,

Subject : Regarding Rescheduled at PTA Advisory Committee Meet, Nov. 2019

Greetings from Canara!

With reference to the subject cited above, a meeting of the Parent Teachers Association Advisory Committee which was earlier scheduled on Saturday, 09th November 2019 is now **rescheduled** on **Monday 11th November 2019, at 4:00 PM in the College Seminar Hall**. You are requested to attend the same.

Looking forward to your participation, co-operation and support.

Thank you!

With Regards,

Dr. K. V. Malini

Principal

Principal

**Canara College
Mangaluru**



Dr. Premalatha V.

Mr. Hardik P. Chauhan

IQAC Coordinators

P. S. : Meeting Agenda

1. To select / nominate the Office Bearers for the PTA Executive Committee 2019-20.
2. Sharing the Rationale and Objectives of the Meet.
3. Updates on College Activities.
4. Interaction and Feedback Sharing by the Members : Drawing Action Plan to strengthen PTA.
5. Any other matter with the permission of the Chair.



CANARA COLLEGE

Mahatma Gandhi Road, Kodialbail, Mangaluru – 575 003



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Class-wise Details of PTA Advisory Members Nominated for the AY 2019-20



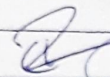

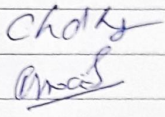
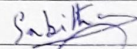
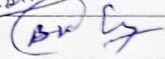
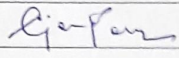
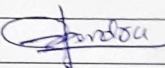
PTA Advisory Meet Attendees List

Date : Monday, 11th November 2019

Venue : College Seminar Hall

Time : 4:00 PM

Class	Sl. No.	Name of the Parent	Signature
I B. Sc. (PCM)	1.	Mr. P. D. Suresh	
	2.	Mrs. Leelavathi Shettigar	
I B. Sc. (PMC)	3.	Mrs. Pushpalatha	
	4.	Mrs. V. Divya L. Shenoy	
I B. Sc. (BZC)	5.	Mr. Mohana U.	
	6.	Mr. P. Mohan	
II B. Sc. (PCM)	7.	Mr. Pradeep Karkera	
	8.	Mrs. Latha J.	
II B. Sc. (PMC)	9.	Mrs. Roopa G. Prabhu	
	10.	Mrs. Meera J. Shetty	
II B. Sc. (BZC)	11.	Mr. Venugopal	
	12.	Mr. Harish P. Karkera	
III B. Sc. (PCM)	13.	Mr. Mohammad Rafik S.	
	14.	Mrs. Sandhya	
III B. Sc. (PMC)	15.	Mr. Narayana Naik B.	
	16.	Mr. Bharath	
III B. Sc. (BZC)	17.	Mrs. K. Vidya	
	18.	Mrs. Nirmala Devi	
I BCA	19.	Mrs. Anita A. Shenoy	
	20.	Mr. Rajendra M. Alva	
II BCA	21.	Mrs. Veena A. Rao	
	22.	Mr. Naveen Chandra	
III BCA	23.	Mr. Sunil Karkera	
	24.	Mr. Ganesh Bhakta	
I B. Com. A	25.	Mrs. Veena G. Shenoy	
	26.	Mr. Bharath Nagarmat	
I B. Com. B	27.	Mrs. Nayana K.	
	28.	Mrs. Sharada	
I B. Com. C	29.	Mr. Gurupur Gurudath Pai	
	30.	Mr. Ramakrishna H.	
I B. Com. D	31.	Mr. Jaganath Bhandary	
	32.	Mrs. Savithri K.	

Class	Sl. No.	Name of the Parent	Signature
II B. Com. A	33.	Mr. Devadatta Prabhu	
	34.	Mrs. M. Prathiba Acharya	
II B. Com. B	35.	Mr. A. Subramanya Rao	
	36.	Mr. Hemant B. V.	
II B. Com. C	37.	Mr. Vidyadhar Shet	
	38.	Mr. Naresh Talwar	
II B. Com. D	39.	Mr. Sadashiva Nayak N.	
	40.	Mr. Rathnakar M.	
III B. Com. A	41.	Mr. M. C. Chandrappa	
	42.	Mr. K. Ramesh Bhat	
III B. Com. B	43.	Mr. Sohan Prajapathi	
	44.	Mrs. Usha Ashok	
III B. Com. C	45.	Mr. S. Chandraya Acharya	
	46.	Mr. M. Damodar Prabhu	
III B. Com. D	47.	Mr. Chandrasaha	
	48.	Mr. Narayan	
I BBA	49.	Mr. Basti Prashanth Shenoy	
	50.	Mrs. Sabitha P. Kothari	
II BBA	51.	Mr. Binod Kumar Dubey	
	52.	Mr. Sujan Ram	
III BBA	53.	Mr. G. V. Subramanyan	
	54.	Mrs. Smitha R. Mallya	
I M. com.	55.	Mrs. Madhu Rao	
	56.	Mr. Upendra Kumar	
II M. Com.	57.	Mrs. Vidhya P. Mallya	
	58.	Mrs. K. Chandrakala	

hali
Principal
Canara College
Mangaluru



CANARA COLLEGE

Mahatma Gandhi Road, Kodialbail, Mangaluru – 575 003



INTERNAL QUALITY ASSURANCE CELL (IQAC)

PTA Advisory Meet Attendees List

Date : Monday, 11th November 2019

Venue : College Seminar Hall

Time : 4:00 PM

Sl. No.	Name of the Faculty	Designation	Signature
1.	Dr. K. V. Malini	Principal	<i>Malini</i>
2.	Dr. Premalatha V.	IQAC Coordinator	<i>Premalatha V.</i>
3.	Mr. Hardik P. Chauhan	IQAC Coordinator	<i>H P Chauhan</i>
4.	Mrs. Sandhya B.	Head, Dept. of Chemistry	<i>Sandhya B.</i>
5.	Mrs. Jayabharathi K. P.	Head, Dept. of Computer Sc. & Appns.	<i>Jayabharathi K. P.</i>
6.	Mrs. Dejjamma A.	Head, Dept. of Commerce	<i>Dejjamma A.</i>
7.	Mrs. Pushpalatha	Head, Dept. of Business Administration	<i>Pushpalatha</i>
8.	Mrs. Aparna Kamath	Head, Dept. of P G Commerce	
9.	Mrs. Vani U. S.	Student Welfare Mentor	<i>Vani U. S.</i>
10.	Mrs. Prathima V. Baliga	Student Welfare Mentor	<i>Prathima V. Baliga</i>
11.	Dr. Prashanth	Student Welfare Mentor	
12.	Ms. Megha Kamat	Student Welfare Mentor	

Malini
Principal
Canara College
Mangaluru



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

PARENT-TEACHERS' ASSOCIATION

CNR/IQAC/PTA/129/2019-20

13th November 2019

Minutes of the PTA Advisory Meet, November 2019-20

Date : Monday, November 11th, 2019

Time : 4:00 PM

Venue : College Seminar Hall

The Parent Teachers' Association Advisory Committee meet was convened on Monday, November 11th, 2019 at 4:00 PM in the College Seminar Hall. President of the PTA, Mr. Mohammad Rafik S., chaired the meeting. Principal of the College and Vice President of the PTA, Dr. K. V. Malini too was present for the meet.

Agenda of the Meeting :

1. To select / nominate the Office Bearers for the PTA Executive Committee 2019-20.
2. Sharing the Rationale and Objectives of the Meet.
3. Updates on College Activities.
4. Interaction and Feedback Sharing by the Members : Drawing Action Plan to strengthen PTA.
5. Any other matter with the permission of the Chair.

Attendees of the Meet :

The following members were present for the meet :

1. Mr. Mohammad Rafik S., President, PTA
2. Dr. K. V. Malini, Principal and Vice President, PTA
3. Dr. Premalatha V., IQAC Coordinator
4. Mr. Hardik P. Chauhan, IQAC Coordinator
5. Mrs. Vani U. S., Student Welfare Mentor
6. Mrs. Prathima V. Baliga, Student Welfare Mentor
7. Dr. Prashanth, Student Welfare Mentor
8. Ms. Megha Kamat, Student Welfare Mentor
9. Mrs. Sandhya A., Head, Dept. of Chemistry
10. Mrs. Jayabharathi K. P., Head, Dept. of Computer Science & Applications
11. Mrs. Dejjamma A., Head, Dept. of Commerce
12. Mrs. Pushpalatha, Head, Dept. of Business Administration
13. Nominated Parent Members - 26

Absentees for the Meet :

The following members were absent for the meet :

1. Mrs. Aparna Kamath, Head, Dept. of Post Graduate Commerce
2. Nominated Parent Members – 31

Proceedings of the Meet :

1. To select / nominate the Office Bearers for the PTA Executive Committee 2019-20 :

Mrs. Dejamma A., Head, Dept. of Commerce, facilitated the process of selecting / nominating the Office Bearers for the PTA Executive Committee. The following Office Bearers and Parent Executive Members were unanimously nominated to the Parent Teachers' Association Executive Committee for the academic year 2019-20 :

OFFICE BEARERS	
Designation	Name of the Member
President	Mr. Mohammad Rafik S.
Vice President	Dr. K. V. Malini, Principal
Secretary	Mr. Binod Kumar Dubey
Joint Secretary	Mrs. Savithri K.
Treasurer	Mrs. Anasuya Bhagvath
EXECUTIVE MEMBERS	
05 Nominated Parent Members	
1.	Mr. P. Mohan
2.	Mr. Sujan Ram
3.	Mr. Rathnakar M.
4.	Mrs. Nirmala Devi
5.	Mrs. Shreelatha
Staff Members as Nominated by the Principal	
1.	Dr. Premalatha V., IQAC Coordinator
2.	Mr. Hardik P. Chauhan, IQAC Coordinator
3.	Mrs. Vani U. S., Student Welfare Mentor
4.	Mrs. Prathima V. Baliga, Student Welfare Mentor
5.	Dr. Prashanth, Student Welfare Mentor
6.	Ms. Megha Kamat, Student Welfare Mentor
7.	Mrs. Sandhya B., Head, Dept. of Chemistry
8.	Mrs. Jayabharathi K. P., Head, Dept. of Computer Science & Applications
9.	Mrs. Dejamma A., Head, Dept. of Commerce
10.	Mrs. Pushpalatha, Head, Dept. of Business Administration
11.	Mrs. Aparna Kamath, Head, Dept. of Post Graduate Commerce
PERMANENT INVITEE : MANAGEMENT NOMINEE	
	Mr. Maroor Sudhir Pai, Correspondent, Canara College, Mangaluru.

2. Sharing the Rationale and Objectives of the Meet :

Principal, Dr. K. V. Malini while sharing the rationale and objectives of convening the meet, she stressed upon the role of parents as a key stakeholder of the system. She also urged for the need to strengthen the association of the parents in the days to come. Further, she updated the parents that the college is getting itself prepared to undergo its fourth cycle of NAAC Reaccreditation process which will be due in the academic year 2021. Congratulating the newly nominated members of the executive committee, she conveyed her best wishes for tenure of successful mission ahead. She

appealed to collectively join hands in envisioning the vision and mission of the institute and thereby leap forward towards the path of betterment.

3. Updates on College Activities :

Mrs. Vani U. S., Student Welfare Mentor read the comprehensive report giving worm's eye-view on wide range of academic and non-academic activities that did take place during the odd semester June-October 2019. In her report she covered aspects pertaining to the Academic Programmes offered by the College, Introduction of Choice Based Credit System (CBCS), functioning of IQAC, Infrastructural Development, Student Support and Welfare, Attendance compliance, Add-on / Certificate and Value-Added Courses offered by the College, Linkages and MoU's, Extension and Outreach Programmes, Functioning of PTA, Upcoming Annual Flagship Events of the College, etc...

4. Interaction and Feedback Sharing by the Members : Drawing Action Plan to strengthen PTA :

Dr. Prashanth, Student Welfare Mentor, addressing the parent members urged them to interact, share their feedback and give constructive suggestions for the betterment of the system. Leading the floor for open discussion and sharing, the meet witnessed active participation of the members present as they shared their views and also gave constructive feedback. Some of them include :

- i. Students' must be emphasized upon using E-mail for exchange of learning materials than on whatsapp.
 - ii. Excessive use of mobile phones to be discouraged and mechanisms to reduce and control the same.
 - iii. Special Class timings to be notified and updated to the parents via SMS.
 - iv. The College through its Management along with the Management of the neighboring and prominent institutes needs to critically, strategically and collectively make an attempt in curbing the growing instances of dealings of substance abuse. Thus, make the learning environment more healthy and conducive.
- In order to strengthen the functioning of PTA, it was suggested and resolved that the Office Bearers and executive members would meet very soon and draw suitable action plans for the same. Further, on a query from an executive member regarding the funds for PTA, Principal Dr. K. V. Malini, clarified that – as per directions of the Correspondent, for the current academic year, based on the proposal forwarded by the PTA, the necessary funds will be provided by the Management. However, from the next academic year PTA fees would be collected at the time of admissions.
 - Considering the need to have a Counselor for the College, Locker facility to keep mobile phones, mid-day meals, and few other activities were suggested.

President, Mr. Mohammad Rafik S., addressing the body said that the newly constituted team along with the Advisory members needs to be all-rounder in its approach so that it can strive to accomplish the collective goals of the team and therefore be the responsible stakeholders of the system. Through his heart touching and mind awakening words, while sharing his own experiences as a teacher for over 25 years, he called upon the parents to be more vigilant about their ward's and

activities.

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

There was no any other matter to discuss.

Mrs. Prathima V. Baliga, Student Welfare Mentor, welcomed the body. Dr. Premalatha V., IQAC Coordinator proposed the vote of thanks and Mr. Hardik P. Chauhan, IQAC Coordinator compered the meet.

Mr. Mohammad Rafik S.
President, PTA

Mr. Binod Kumar Dubey
Secreatry, PTA

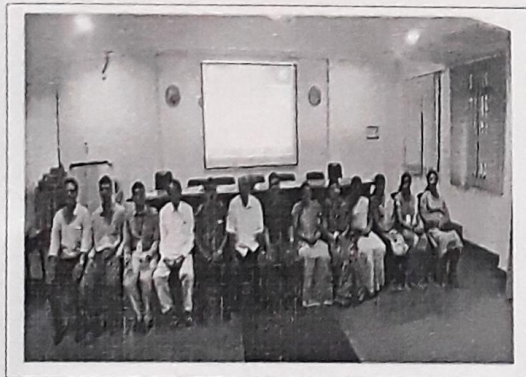
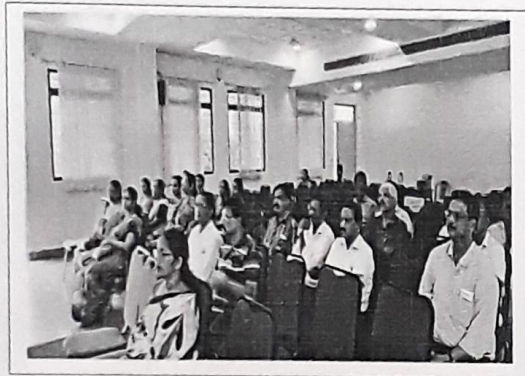
Prathima V
HP Chauhan
Dr. Premalatha V.
Mr. Hardik P. Chauhan
IQAC Coordinators



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







Meeting-3

10.09.2019

A meeting of CG, PL A ED Cell is scheduled on 10th Sept 2019 at 4.00 PM at R.No.2.

AGENDA

1. Review of the proceedings of previous meeting
2. To discuss about MOU with Kanara Chamber of Commerce and Industry
3. Planning for internship guidelines to be provided to the students.
4. Other issues if any.

Proceedings of the meeting

1. 'Career Guidance & Interview cracking skills' programme is again re-scheduled to be held on 12th and 13th Sept 2019.

Previously discussed rules ~~are~~ will be followed

2. Orally the idea regarding MOU is communicated to the president of KCCI Sri. Issac and he decided to speak in person and he agreed to have an MOU with Kanara College at the earliest.

3. Dixya systems Ltd agreed to provide internship to BCA students which is to be informed to BCA students through group message. Internship interview will be in the month of Dec 2019

4. Other issue: Kotak Mahindra has come forward for campus drive for the 2019 passed out on 24th Oct 2019. Google form is to be done by Ms. Babita to know the number of applicants.

Pushpalata (P.D.) Babita

Ashwathi
10/9/19

enr

Meeting

15.07.2020

NOTICE: 1

A Meeting of CG, PL & ED coll is ~~scheduled~~ on 16-07-2020
Tuesday 3:30 pm in Room no. 2.

AGENDA

1. Planning about the programmes (annual) to be conducted during the A-yr 2019-2020

Proceedings of the meeting

1. It is decided to organise workshops for career guidance, and conduct resume-building workshops.
2. Programmes to be conducted for enhancing the soft skills and competitiveness of students to make them more confident and challenging.
3. Decided to collect the data about students who would like to pursue higher education, interested in entrepreneurship development and interested to attend job interviews.
4. Decide to create whatsapp group for forwarding job-related messages to the passed out students and to all the final year students.
5. Vantage Agosa Ltd, called job aspirants. Mass message was sent (444) to 19-20 passed out final year students.

- | <u>Name</u> | <u>Sign</u> |
|----------------|-------------|
| 1. Pushpalatha | (P.L.) |
| 2. Babita S | B.S. |
| 3. Asha Jyothi | A.J. |

16/7/19



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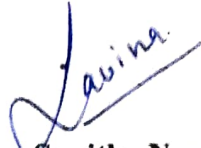
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REPORT OF ANTI- RAGGING COMMITTEE 2019-2020

Anti-Ragging Committee for the year 2019-2020, formed under the Chairmanship of Principal Dr. K.V.Malini.

- **First year students were addressed by Asst. Prof. Lavina Sunitha Noronha, Co-ordinator of Anti-Ragging Committee, on Orientation Day, held on 19th June 2019.**
- **As per the Directions of UGC/MHRD, online undertaking was done by all first year Students and their parents/Guardian by filling up the compliance at www.antiragging.in in order to curb the menace of ragging in higher educational institutions. All first year Students and their parents/Guardians submitted the hard copy of the undertaking signed by them. A separate file has been maintained in the college for the same.**
- **IQAC Co-ordinators and Student Welfare Mentors were given the charge as “Anti- Ragging Squad” which has helped to ensure students safety and welfare in the college campus.**
- **Students were made aware of the legal consequences of ragging and misconduct. A link, ugc.ac.in/page/Videos-Regarding-Ragging.aspx was shared among students and they were instructed to watch 4 short films and a documentary film developed by UGC, with respect to ragging, its repercussions, rights of victims of ragging and the duties of educational institutions and that ragging is a non bailable offence.**
- **Posters, Rules and Regulations of anti-ragging are put up in and around the college area like notice boards and canteen to enable the student community to actively engage them in proactive learning and thereby develop their knowledge and skill so as to attain a prominent position in the society without any fear of ragging.**

- All the above measures helped to maintain the ethos of the institution-
Ragging free Campus.



Mrs. Lavina Sunitha Noronha
Co-ordinator of Anti-Ragging Committee



Dr. K V Malini
Chairperson, Principal
Principal
Canara College
Mangaluru

MANAGEMENT ASSOCIATION MEETING - 04

NOTICE

10th July 2018

Dear Association Members,
Management Association Meeting will be held today i.e., Tuesday, 10th July 2018, at 3:15 PM, in Room NO. 23. Attendance is compulsory.

Mr. Hardik P. Chauhan
Mrs. Saxmi Hegde
Faculty Conveners.

Notice Circulated to the following classes :

- ① I BBA - ~~Hardik~~
- ② II BBA - ~~Saxmi~~
- ③ III BBA - Roshni

Agenda of the Meeting:

- ① To finalize the enrolment list of the first year students to the Management Association with Enrolment Form Submission formalities.
- ② To orient about Management Association.
- ③ To brief out the functioning of Management Association for the academic year 2018-19
- ④ To communicate the plan of actions of the Association to all its members as decided in the Core-Committee meeting.
- ⑤ To convey the Assessment and Evaluation Criteria for the award of EC/CCA marks.

(6) To discuss any other matters.

Proceedings of the Meeting:

(1) All the students opted Management Association and gathered for the meet were welcomed by the Faculty conveners.

(2) Attendance was taken to know the list of attendees to the meet.

(3) Fresh enrolment as the members to Management Association for the academic year 2018-19 and those few in dilemma about their enrolment were counseled with additional information. Thus, the final list of the Association was finalized.

(4) The faculty conveners briefed about the Association, its objectives, benefits, opportunities available to the students as its members, and so on...

(5) As decided in the core-committee, a changed pattern in the functioning of the Association was informed, also the need for doing so was shared.

(6) The list of proposed activities and detailed plan of actions for the academic year 2018-19 was read out by Mr. Hardik P. Chauhan. Also were explained about the same.

⑦ The members were also well-informed about the assessment and evaluation criteria for the award of EC/CCA marks.

⑧ Other matters included few queries from the members with regard to internal, external and inter-association participation. The same was made clear by the conveners.

Actions Taken :

- ① House-wise list to be finalized.
- ② Appealed for seeking continued support and co-operation from the students.

Mr. Hardik P. Chauhan
Mrs. Laxmi Hegde
Faculty Conveners

Ms. Priyanka
Faculty, In-charge

Vaishno Prasad N. II BBA -

Venkat Sacheth II BBA -

Student Secretaries

Wasad
Venkat

MANAGEMENT ASSOCIATION MEETING - 04

Date / / 20
29th July 2019.

Dear Students,

A meeting will be conducted on 30th July 2019, Tuesday at 3:15 pm in room number 14, to plan for the group discussion activity for the students of management association. You are required to attend the meeting without fail.

Faculty members:

Mrs. Saymi Hegde
Ms. Priyanka

Forwarded to:

Latchiya Priya
Vaishya Prasad
Saishanthi

Priya
Prasad
S

Agenda of the meeting:-

- Teams to be formed for the group discussion activity
- Allotment of time duration of each group
- Topic to be finalized for each group.

Proceedings of the meeting:

- 1) It was decided that group discussion will be conducted in two different classrooms.
- 2) Topics were discussed and finalized.

3→ It was informed to the coordinators, Latchiya Priya and Veishnu Prasad to give conclusions after each group discussion activity.

4→ It was also informed to coordinators to brief about the activity group discussions, its benefits and its implementation.

Faculty Conveners:

Mrs. Saxeni Hegde
Ms. Priyanka

Principal
Ganara College
Mangaluru

FINE-ARTS

Date 17/6/2019

Minutes of Meeting

A meeting was conducted on 17/6/2019 with the following agenda:

- 1) Add-on Course
- 2) Duty allocation
- 3) Chart-out programmes
- 4) To frame rules for the competitions.

1)	Dr. Bhuvana Ramakrishnan, Convener	R. Bhava	
2)	Prof. Thara Kumari	Co-convener	D.S.
3)	Prof. Sandhya B.	Co-convener	P
4)	Smt. Rekha Devi	Co-convener	W
5)	Smt. Ashalatha	Co-convener	K
6)	Smt. Savitha D.K.	Co-convener	Savitha
7)	Mr. Avinash	Co-convener	Avinash

proceedings:

- It was decided to conduct Add-on courses on Yakshagana, Folk Dance and Drama.
- It was decided that the following Convener would be in charge of the Add-on courses
Yakshagana - Smt. Tharakumari, Smt. Sandhya and Mr. Avinash.

Drama - Smt. Rekha Devi and Dr. Bhuvana
Folk Dance - Smt. Ashalatha and Smt. Savitha

- A decision was taken to felicitate the old student Mr. Keertham Holla, winner of Zee Kannada Saaregama pa and Mr. Suraj Comedy Khiladi winner on Fine Arts Inaugural day.
- It was resolved to conduct competitions under various categories like Folk Dance, group skit, classical, western and Eastern Dance, Mime, Best M-c- etc. which is open to all instead of ~~Inter~~ the earlier Inter-class variety.

- It was decided to have Fine Arts Inauguration during the last week of July and Talent Day in the last week of August.
- Miss Rishika III Bcom D and Mr. Sumanth I Bcom C were selected, Secretaries of Fine Arts Association.

25/9/19

Fine Arts (Meeting)

Date / /20

A meeting of the Fine Arts Association was conducted on 25/9/19 in the Library with the following agenda:

- ① E.C.A. & C.C.A. Marks
- ② Inter-class Variety competition
- ③ Framing Rules for the competition

- | | | |
|----|--------------------------|---------------|
| 1) | Dr. Bhuvana Ramachandran | R. Bhuv |
| 2) | Mrs. Rekha Devi | R. Rekha |
| 3) | Mrs. Sandhya B. | S. Sandhya |
| 4) | Mrs. Ashalatha | A. Ashalatha |
| 5) | Mrs. Savitha | S. Savitha |
| 6) | Mr. Arinash | A. Arinash |
| 7) | Mrs. Kavyashree | K. Kavyashree |
| 8) | Smt. Thara Kumari | T. Thara |

proceedings:

- It was decided to allot 25 marks for attendance, 10 marks for participation in special programmes, 10 marks for Add-on Courses and 5 marks for competitions participated/won.
- The members came to a common consensus to have the following competition as titled Variety competitions which would be open to all the students.

Categories:

- 1) Singing - Classical (Solo); Eastern (Solo & Duet); Western (Solo)
- 2) Dance - Classical (Solo); Folk Dance (group); Filmy Dance (group)
- 3) ~~Best Art~~
- 4) Skit/Mimicry

The following rules were framed:

- 1) Maximum 8 members make a team
- 2) Time allotted for Skit/Mime is 10 minutes;
Dance - 5+1 (minutes); Best M.C. - 3 minutes;
Singing - 4+1 (minutes)
- 3) No use of Vulgarity or abusive language
- 4) No hurting the sentiments of any religion or community.
- 5) No use of National Anthem during the performance.
- 6) No use of water, fire, animals or crackers.
- 7) If the teams do not adhere to the specified rules they will be disqualified. The decision of the Judges will be final.
- 8) Participants are required to be present at their scheduled time.

Mali

16/10/2019.

3/07/2019

2019



GAMES & SPORTS ASSOCIATION

Date / / 20

S.No	Name	Class	Signature
1	Saamchya Permannamma	I BZC	Sanchya
2	Jyothsna P	I PCM	Jyothsna
3	Pooja D	I B.COM	Pooja
4	Savan Somanna	I PMC	Savan
5	K.M Sandesh Poovema	II B.COM 'A'	Sandesh
6	Nithesh	I PMC	Nithesh
7	Danyesh	I PMC	Danyesh
8	Jithesh J.K	I PMC	Jithesh
9	H. PUNITH	I BCOM	Punith
10	Shelji Shibu	I BBA	Shelji
11	DEWAKAR SHARMA	I B.COM 'B'	Dewakar
12	GIKOL - M - NAIR	I B.COM 'B'	Gikol
13	Jkrithika Hosdurg	I B.COM 'B'	Jkrithika
14	Sheldon aaron Correa	I B.COM 'A'	Sheldon
15	Keeerthan	I B.COM 'A'	Keeerthan
16	A.M. SHAN	I BCA	A.M. Shan
17	M Hithesh Kamath	I BCA	Hithesh
18	Seenu Varan	I BCA	Seenu
19	ABDUL KHADER SHIYAN	I BCOM 'B'	Abdul Khader
20	MOHAMMED ASHVEER	I BSC (PCM)	Ashveer
21	Mamish R.K	I st BCOM 'B'	Mamish
22	Bipin P. Shetty	I st BCOM B	Bipin
23	Jithesh gatty	I st B.COM B	Jithesh
24	Ko Manoj Kumar	I st B.COM 'B'	Manoj
25	A.SHWIN'S. SHENOY	I st B.COM 'A'	Ashwin S. Sheno
26	mamish	I st B.COM D	Mamish
27	Swapnil	I BCOM D	Swapnil
28	Rohu Suvodino	I B.COM 'D'	Rohu
29	ABDUL MAJEED	I st BCOM 'C'	Abdul Majeed
30	Mahamthesh. v. Laksh	I st B.COM 'C'	Mahamthesh



The second Sports Association meeting for the academic year 2019-20 was held on August 24, 2019 in Physical Education Department at 12:30 Pm.

Agenda of the meeting:

- * To conduct interclass sports quiz competitions
- * To brief the preparations to be done for national sports Day 2019.

Resolved to:

In the meeting it was decided that on account of sports day, Physical education department would conduct Quiz Competition on Sports and Games.

Mr. Pratham Bhandari, ~~and~~ secretary, Sports Association and Ms. Trupti Gangamma suggested Mr. Vaishak and Mr. Bhadrash Mallya as Quiz masters for Sports Quiz-2019.

Mr. Pramod Kumar P.S, Co-convenor, sports association briefed the process of sports Quiz competitions. On August 25, 2019 Physical Education Department received 26 entries for the competition.

Sports Quiz competition was conducted on August 2019.

Meanwhile, Mr. Arinash suggested Dr. Sanjane Gausa, Fitness Trainer, as chief guest for the national sports day celebrations.

1) Mr. Arinash

2) Mr. Pramod Kumar P.S

Mahesh
Principal

August 26
HOD Physical
Department of Education

31	Vishnu prasad	I st BZC	<i>Adh</i>
32	KANHAIYA KUMAR	I-BZC	<i>Kanhaiya</i>
33	Chandan. G.D	I-B.com	<i>Chandan</i>

The sports association meeting for the academic year 2019-20 was held on July 3, 2019 at Room No. 16.

Agenda of the meeting:

* To brief the association activities, internal marks and various university level sports and Games Competition.

Resolved to:

In the meeting Mr. Avinash, Physical Director and Convenor, Sports Association, selected Pratham Bhandary of III B.Com D as sports Secretary for the academic year 2019-20.

Mr. Pramod Kumar P.S, Co-convenor, sports association selected Trupthi Ganganna, of III B.Com D as joint secretary for the academic year 2019-20.

Mr. Avinash explained the activities of university sports calendar and asked students to follow university guidelines for various competition.

- 1) Mr. Avinash, Convenor, sports Association
- 2) Mr. Pramod Kumar P.S, Co-Convenor
- 3) Pratham Bhandary, Secretary
- 4) Trupthi Ganganna, Joint Secretary

Avinash
Pr
E

Mahesh
Principal

Avinash
Head of the Department

The third Sports Association meeting for the academic year 2019-20 was held on September 4, 2019.

Agenda of the meeting:

- * To conduct a guest lecture on sports injury and First Aid on September 11, 2019.

Resolved to:

In the meeting it was decided that the department would conduct a guest lecture on sports injury and First Aid on September 11, 2019.

Mr. Avinash suggested Mr. Naresh Kumar Shahi, First Aid Superintendent, NMPT, Mangalore as the resource person for the session.

Mr. Pramod Kumar P.S. asked Mr. Pratham Bhandary to compere the programme.

The guest lecture was conducted on Sept. 11, 2019 at College Seminar Hall. Altogether 35 students benefited from the program.

- 1) Mr. Avinash
- 2) Pramod Kumar P.S.
- 3) Pratham Bhandary
- 4) Trupti Gangamma

Mahesh
Principal

Asst. P.O.

Asst. HOD

Department of Physical Education

Date :- 28/08/2018

Place: Room No - 11B

Time :- 3-15 p.m

All the members of Centre for advanced Studies in Commerce and management were called for a meeting to discuss about activities to be held by the association in the academic year and informed about the orientation programme for the Students

Agenda

1. Discussion of activities to be conducted during the academic year

2. Orientation programme for the Students

Staff Convenor

1. Mrs. Seema S. Peabhu ~~Peabhu~~

2. Mrs. Rashmi - ~~Rashmi~~

Secretary

Nishmitha D.H - ~~Nish~~

Date :- 5/09/2019

8/09/2019

Place :- Room No-12

Sl. on mon Time :- 8.15 p.m

All the members of Kanteer for advanced studies in Commerce and management were called a meeting to discuss about the preparation of project report and selection of project topic and various groups were formed for the above purpose.

Agenda

1. To discuss the project work
2. Selection of title of the project
3. To form different groups of students.

1. Mrs. Seema ~~parabhu~~ ~~parabhu~~
2. Mrs. Rashmi - ~~Rashmi~~

Secretary

Nishmitha D.H - ~~Nishmitha~~

- H.O. Nishmitha

Centre for Advanced Studies in Commerce
and Management (CAScMa)

Meeting

URBAN
EDGE

Date: 25/03/2019

P102/EO/19 : 01/1

Place: Room No 12

SI - 01 Time - 3.15 p.m

The meeting of the association was called to finalise the internal assessment marks of the association and signature were taken from the students present in the meeting and also collected students feedback about the various programmes conducted during the year.

Agenda

1. Finalisation of EC and CC Marks
2. Feedback from the students
3. Students Signatures

Staff Convened

1. Mrs. Seema. Prabhu. S
2. Mrs. Rashmi - Rashmi

Secretary

Nishimesha D. H

CWGS Meeting



Notice

2/04/18

A meeting is called on April 9th, 2018 to discuss the following matters:

- 1) Programme plan for the year academic year 2018-19
- 2) Finalisation of budget for the academic year 2018-19
- 3) Any other matters

Nerna

- 1) SEEMA PRABHU - Nerna
- 2) Thara Kumari S
- 3) Ignatius Navil Nolonha - CM
- 4) Soneltha M. - Shwella

prabha 2018

minutes of the meeting held on 9/4/2018

8/1/2018

1) It is decided to have the following programme for the academic year 2018-19:

a) Awareness programme on "women's Health & Hygiene" on July 18, 19 2018 to all the girl students of the college.

b) Workshop on "Gender Awareness & Sensitization" on August 10, 2018 to all the class representatives and office bearers of Students' Council.

c) Guest lecture on "Emotional well-being" on February 22, 2019 for the students of 2nd year.

d) Celebration of International Women's day on March 8, 2019.

2) A detailed plan of action and budget is prepared and submitted to the Principal.

members present -

- 1) Seema Prabhakar - Kerna
- 2) I. N. Nolonka - LNM
- 3) Dhara Kumari - R
- 4) Smitta M - Prabha

Notice.

28/02/2019

A meeting is called on march 1, 2019 to discuss the following matters:

- 1) Finalisation of date for celebration of International women's day.
- 2) Programme to be organised on the eve of IWA.

Memorandum

- 1) Seema Prabhu S - Memorandum
 - 2) I. N. Nolonha - MEMORANDUM
 - 3) Jhara Kumari S
 - 4) Smeltha M. Smeltha
 - 5) Vishal Vishal
- (President JcI)

minutes of the meeting held on 1/03/19:

- 1) It was decided to have International women's day celebration on 13/03/19 instead of 8/03/19 because of Internal examinations.
- 2) Decided to collaborate with AET, India to celebrate the IWD.
- 3) Finalised the name of achievers to be felicitated on IWD.
- 4) Finalised the matter for inauguration of IWD.

Members Present -

- 1) Seema Prabhu - Seema
- 2) T. N. Nalanka - Union
- 3) Jhara Kumari - TS
- 4) Sowtha M. - Impress
- 5) AET Vishal - Vishal
- 6) AET Sheelha Baliga - Sheelha



CANARA HIGH SCHOOL ASSOCIATION

A. S. R. P. Road, Dongerkery, Mangaluru – 575 003
Dakshina Kannada District, Karnataka, India



SERVICE RULES OF THE CANARA INSTITUTIONS, MANGALURU (Updated as on 18/01/2018)

Chapter – I PRELIMINARY

Rule 1 : Short Title and Commencement

- 1.1. These rules shall be called “Service Rules” of the Canara Institutions, Mangaluru.
- 1.2. This shall come into force with effect from January 18, 2018.

Rule 2 : Applicability

These rules shall apply to all the employees of the Canara Institutions, hereafter known as CHSA.

Rule 3 : Definitions

- 3.1. “Governing Council” (GC) is the principal organ of Canara Institutions constituted as per the provisions of Canara High School Association (CHSA).
- 3.2. “Executive Committee” is the body which oversees day-to-day management of CHS and for that purpose frames the policy rules, regulations and instructions procedure and also provides approvals on all academic and administrative matters.
- 3.3. “President” means the President of the Governing Council who shall also be the President of Governing Body by virtue of the office held by him.
- 3.4. “Premises” means all departments, laboratories, equipments, offices, sections and other places, both outdoor and indoor, residential quarters, hostel buildings, cafeteria, messes and such other buildings, equipments and areas and precincts under the purview of Canara Institutions.
- 3.5. “Management” means the President / Secretary / Treasurer / Manager and any other person vested with the authority to enforce the service rules and regulations.

- 3.6. "Appointing Authority, Disciplinary Authority, Competent Authority" under these rules mean President, Secretary, Manager, Principal, as notified by the Order of the GC from time to time.
- 3.7. "Appellate Authority" means the President of GC or any person authorized by him.
- 3.8. "Selection Committee" means the authority nominated by the GC to recommend for recruitment / promotion / granting special increment on the basis of performance reports.
- 3.9. "Employer" means the Management of CHSA.
- 3.10. "Establishment" means Canara Institutions.
- 3.11. "Notice" means a notice or memo in writing and shall be so deemed as delivered in person or posted to the last known address or served by fixture or exhibited in the Notice Board or published in the News Papers for the purpose of these Rules.
- 3.12. "Salary" means all remunerations earned by way of Basic Salary and Dearness Allowance.
- 3.13. "Leave" means authorized absence with or without pay
- 3.14. "Absence from work" means unauthorized absence from work place, late attendance or leaving the place of work early without permission.
- 3.15. Wherever employee is referred as "he" it will also mean "she" as applicable.

Rule 4: Service Rules

The GC may modify, cancel, substitute or add to these Service Rules as and when need arises.

Rule 5: Exercise of Powers

The power granted by these Rules may be exercised by the GC through any person conferred with such authority.

Rule 6: Duties of Employees

The duties of an employee shall pertain to his work as per the terms of conditions of appointment and such other duties as may be assigned to him from time to time by the Management.

Rule 7 : Conduct of Employees

It shall be the duty of every employee to conduct himself in both private and public life and in his relations with the students, co-employees, colleagues and fellow-citizens as to be worthy of the ideals of CHSA.

Rule 8 : Classification of Employees

- 8.1. "Employee" shall be classified as :
 - a. Permanent
 - b. Probationer
 - c. Temporary
 - d. Trainee
 - e. Contract Employee
 - f. Casual employee
- 8.2. A "Permanent" employee means one who has been so appointed or has satisfactorily completed the specified period of probation or extended period of probation, and has been confirmed in writing by the Appointing Authority.
- 8.3. A "Probationer" means a person who is so appointed and has not been confirmed in writing by the Appointing Authority in the post in which he has been provisionally appointed. If a permanent employee is employed as a probationer in a new post, he may, at any time during probationary period, be reverted to his previous permanent post.
(Note : A permanent employee on probation in the new or higher post will be deemed to be on probation for the limited purpose of his performance and suitability in the new or higher post. However, for all other purposes, he will be entitled to the benefits of a permanent employee.)
- 8.4. A "Temporary Employee" is an employee who is so engaged for work which is of an essentially temporary nature likely to last for a limited period. He will not have any right of employment, either to a permanent or to a temporary post which may arise in future.
- 8.5. A "Trainee" means a person who is so appointed and who will be provided training in the various areas stipulated. Stipend may or may not be given. Only on satisfactory completion of training, he may be employed depending upon availability of a vacancy.
- 8.6. A "Contract Employee" means a person appointed on contractual employment for a specified period.

- 8.7. A "Casual Employee" is one who is employed on a day-to-day basis for specific works of occasional or casual nature.
(**Note** : Employees covered under Sub Rules 8.4, 8.5, 8.6, and 8.7 are not entitled to benefits provided to a permanent employee unless specifically provided in the letter of contract/ appointment/ engagement.)

Rule 9 : Appointments

- 9.1. All appointments of employees shall be made in writing by the Appointing Authority so notified for different classes of employees.
- 9.2. The selection of candidates shall be made by the appropriate Selection Committee. The selected candidates may be offered employment by way of a letter of appointment/ engagement.
- 9.3. Candidates selected for employment shall furnish the Joining Report in the prescribed format. He shall also furnish evidence of Date of Birth / Proof of Age by any one of the following :
- a. Certified extract from Register of Births and Deaths
 - b. School Leaving Certificate / Matriculation Certificate
 - c. Any other document acceptable to the Management
- The age of the employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his employment including retirement. The date of birth once furnished and accepted by the management and entered in the Service Register shall be firm and conclusive and under no circumstances the request for correction of the same will be entertained.
- 9.4. The Candidates selected for appointment shall also submit the photocopies of the following Certificates along with the originals for verification at the time of joining duty :
- a. Qualification
 - b. Experience
 - c. Relieving letter from previous Employer, if employed earlier.
- 9.5. It shall be incumbent upon every employee to furnish correct and complete bio-data to the Appointing Authority in the required format. He shall promptly notify in writing any subsequent changes in the particulars of his bio-data. Any false information in the particulars furnished in the bio-data either at the time of appointment or subsequently shall render the appointment null and void.

- 9.6. During employment, the management may at any time require an employee to be examined by a Medical Officer of its hospital or Medical Examiner approved by the management. If on such examination, the employee is found suffering from any disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the institution or to the health of other employees, staff, faculty, or students, the management may terminate his services.

Rule 10 : Service Register

A service register shall be maintained for every employee showing among other things, his permanent address, date of appointment, consolidated pay, scale of pay on which he was appointed, increments given from time to time, leave availed of, transfers, promotions, suspensions, punishments, dismissals etc. The register shall be opened immediately after the employee reports for duty and to be up dated periodically.

Rule 11 : Identity Card / Badge

- 11.1. Every employee shall be given an identity card / badge, appropriate to his classification, and he shall wear it while on duty and show it to the person authorized by the management as and when required. The said identity card/ badge shall carry the photograph and signature of the employee concerned. The identity card / badge shall be issued to the employees duly signed by the competent authority.
- 11.2. If the employee loses the identity card/ badge issued to him, the management shall provide him with another card/ badge on payment of a requisite fee.
- 11.3. When an employee ceases to be in employment, he shall surrender his identity card/ badge to the management before his dues are settled.

Rule 12 : Attendance

- 12.1. Every employee shall ordinarily be at work in his designated place / area during the time fixed and notified. He shall sign against his name in the attendance register or as per the system maintained either in the department or in a place decided by the management. The attendance

register may be substituted by Punch Card or any other device at the discretion of the management. The employee shall be present punctually at the specified time at his allotted place of work. If an employee does not report at his work place punctually, the word 'late' will be entered by the Head of the department / management against his name. Forfeiture of a day's casual leave will be the penalty for every three days' late attendance. Habitual three days' late attendance or absence from the place of work without permission will entail disciplinary action.

- 12.2. Absence without prior sanction or for absence without valid reason, shall not be sanctioned as 'leave on loss of pay' but will be treated as 'un-authorized absence' and it will amount to break in service and such days will not be considered as 'service' for the purpose of gratuity or otherwise.

Rule 13 : Working Hours

- 13.1. The working hours usually will be from 9:00 AM to 5:00 PM.
- 13.2. Employees shall be required to attend to any duties outside their regular hours of work and on Sundays and holidays, if required and if the exigencies of work so demand and such instructions shall be complied with. They are entitled for such work to compensatory "time off" at the discretion of the management.
- 13.2.1. Subject to provision of rules 13.1 and 13.2 above, all employees will be required to work 5½ days a week. The number of hours they have to work per day inclusive of time for meals, however will not be less than 7 hours.

CHAPTER II EMPLOYMENT : TERMS AND CONDITIONS

Rule 14 :Recruitment / Appointment

- 14.1. Recruitment of employees shall be made by the Appointing Authority on the basis of the selection made by the Selection Committee set up for the purpose.
- 14.2. Recruitment of employees shall be made through any one of the following sources :
- 14.2.1. Direct recruitment by calling for applications through advertisement in the press and also by calling for the list of eligible candidates from the

Employment Exchange.

14.2.2. Promotions :

- i. by seniority-cum-merit; or
- ii. by selection

14.2.3. By any other method as may be approved by the Appointing Authority.

Rule 15 : Probation

15.1. All employees, irrespective of their cadre, may be appointed on probation for a specified period on their initial appointment. Similarly when permanent employees are promoted to higher grade/ post will be on probation for a minimum period of one year.

15.2. The probationary period may normally be extended by 6 months. If the employee does not come up to the desired level of efficiency even at the end of the extended period of probation, his appointment will be terminated or reverted back to the post held prior to promotion. An employee on probation cannot claim right of confirmation. His services during probation can be terminated any time without assigning any reasons at the discretion of the Management.

Rule 16 : Appraisals / Confidential Report

16.1. Appraisal of the performance of every employee unless otherwise specified will be carried out at the end of the 12 calendar months of completed service. This will normally be done by next senior person in hierarchy and reviewed by the Head of the institution. This report will be the basis for deciding annual increment, special increments, promotion or disciplinary action.

Rule 17 : Confirmation

An employee on probation will be confirmed in service if his performance during the probationary period is satisfactory by a formal Order by the appointing authority.

Rule 18 : Increments

18.1. An employee will be entitled to annual increment as per the scale after completing 12 months of reckonable service excluding the probationary period, provided that his performance and conduct are

- reported to be satisfactory as per Appraisal / Confidential Report.
- 18.2. Where an employee is appointed on a consolidated pay and not on a scale of pay, ad-hoc lump sum increment may be granted at the end of every year at the sole discretion of the management, provided his performance and conduct are found satisfactory.
- 18.3. Special increments may be granted in exceptional cases and outstanding performance during the service by the Management.
- 18.4. The annual increment may be withheld as a disciplinary measure by the management. The period for which the increment should be withheld will be decided by the competent authority.
- 18.5. Withholding of the increment for a particular period may be with or without cumulative effect. In case of cumulative effect, employee will not be entitled to get the increment so withheld in future years. In the case the increment is withheld for a particular period without cumulative effect, the employee concerned will be granted increment immediately after completion of the particular period e.g., if an employee who is appointed on 01/01/1998 is given punishment of withholding the increment for three months and if no clause is added that it will have cumulative effect, the increment that is due on 01/01/1999 will be withheld for three months but the next increment which falls due on 01/01/2000 will be given to him with effect from 01/01/2000.
- 18.6. When an employee working in the lower cadre and scale of pay is promoted or appointed to a higher cadre and scale of pay, his increment will fall due after he completes one year of service in the higher scale of pay.
- 18.7. The increment due to an employee will be paid to him even if he is on leave on the due date, except in the case of leave on loss of pay.
- 18.8. The increment which accrues on a day other than the first day of a month shall be advanced to the first day of that month and subsequent increments will be regulated accordingly.

Rule 19 : Promotion

- 19.1. Promotions will be regulated as per promotion policy. However no promotion can be claimed as a matter of right. The Management is under no obligation to promote any one from one post to another even

when an employee acquires the minimum qualification required for the higher post and vacancy exists.

- 19.2. An employee who is under suspension or against whom disciplinary proceedings are in progress or likely to be initiated shall not be promoted until he is unconditionally reinstated or exonerated.

Rule 20 : Transfers

- 20.1. All Non-teaching and administrative employees are liable to be transferred from one Canara Institution / Department to another Canara Institution / Department at the discretion of the management.
- 20.2. All employees are liable for being shifted from one department to other department, provided that the wages, grade, continuation of service and other conditions of service of the employee are not adversely affected by such transfer.

Rule 21 : Retirement

- 21.1. Every member of the teaching and non-teaching staff of Canara Institutions will retire from service on completing 58 years of age.
- 21.2. The management may re-employ a retired employee who is medically fit and whose services are considered necessary and beneficial to the institution on fixed term contract.
- 21.3. In respect of an employee attaining the age of retirement on a day other than the first day of a month, he shall retire on the last day of that month.
- 21.3. An employee can seek voluntary retirement either after 25 years of qualifying service in Canara Institutions or after attaining 50 years of age. To avail this benefit the employee must give 3 months notice or 3 months pay in lieu thereof.
- 21.4. The management is at liberty to retire any employee, without assigning reasons, any time after 25 years of service in Canara Institutions or after 50 years of age, by giving 3 months notice or 3 months pay in lieu thereof.
- 21.5. In all normal cases, a retiring employee will be permitted to avail the earned leave at his credit before the date of his retirement. If the leave preparatory to retirement expires on the date of retirement, the employee need not rejoin duty for getting himself relieved from service. In such cases, the handing over charge, if any, must be done before the employee avails leave preparatory to retirement.

Note :

- i. In case where the date of retirement of an employee and the day/days preceding thereto are general holidays, the employee may be permitted to hand over charge at the close of working hours of the last working day before the date of such retirement and may be allowed duty pay for the holiday(s).
- ii. Rule 21.5 shall not apply to cases of Voluntary retirement (Rule 21.3) or compulsory retirement (Rule 21.4)

Rule 22 : Resignation / Termination of Service

- 22.1. An employee desiring to resign must give notice of resignation in writing to the Head of the institution through proper channel. However, members of the teaching staff shall not ordinarily resign from their posts during the course of an academic year.
- 22.2. The following shall be the notice period for resignation :
 - a. A trainee employee shall give at least one week's notice or salary in lieu of notice, if the training period is more than six months.
 - b. A probationary employee shall give one month's (30 days) notice or salary in lieu of notice.
 - c. A contract employee shall give one month's (30 days) notice in lieu of notice.
 - d. A permanent employee shall give one months' (30 days) notice or salary in lieu of notice.
- 22.3. Till the resignation is submitted by an employee and is accepted by the management and relieving certificate / order is issued, he shall continue to be in service, unless any other instructions are given in writing by the management.
- 22.4. Resignation once submitted by an employee and accepted by the management cannot be withdrawn.
- 22.5. The shortfall in resignation notice given by a permanent employee may be adjusted towards his balance of earned leave at his credit.
- 22.6. The management may at its discretion relieve an employee at any time on receipt of notice and before expiry of the period for which the notice is given, waiving the balance notice period.
- 22.7. Upon the acceptance of resignation through communication by the Management to the employee concerned, he shall settle all his dues to institution, hand over documents, cash, equipments and other

properties held in his custody and surrender/vacate the quarters occupied by him and submit a No Due Certificate to that effect. The Management reserves the right to recover all such outstanding amounts and value of the property of Canara Institution from amounts due to the employee or in any other manner as the management deems fit.

- 22.8. After all the formalities as detailed in 22.7 are completed and the no due certificate is submitted by the employee, relieving order will be issued.
- 22.9. If an employee remains unauthorizedly absent without leave or prior permission in writing continuously for 30 days, the management may give him a notice at his last known address to report for duty within 30 days from the date of receipt of the notice, and to give satisfactory explanation for his absence. In case he fails to report for duty without valid explanations, he shall be treated as having voluntarily abandoned service. This is without prejudice to the right of the management to take appropriate disciplinary action against the employee concerned for such absence.

CHAPTER III CONDUCT RULES

Rule 23 : Employees Obligation

- 23.1. Every employee shall :
- 23.1.1. Abide by the rules, regulations and any other instructions that may be framed by the Management from time to time and which are in force to regulate the work conduct and behavior of the employees.
- 23.1.2. Maintain at all times absolute dignity integrity and devotion to duty and loyalty to Canara Institution and shall do nothing that would or is likely to tarnish the image or reputation of Canara Institution or adversely affect its interests.
- 23.1.3. Carry out duties and responsibilities assigned to his post and shall also carry out any other duties that may be assigned to him from time-to time.
- 23.2. No employee shall :
- 23.2.1. Use his position or influence directly or indirectly to secure employment for any person in any Institutions with which he has or had official dealings in connection with the business of Canara Institution.

- 23.2.2. Bring or attempt to bring any outside influence to bear upon the management to further his personal interests in Canara Institution.
- 23.2.3. Misuse the amenities provided for him by Canara Institution to discharge his official duties.
- 23.2.4. Accept any gifts, presents, gratis, payments or other favors from students, suppliers, contractors, dealers or anyone who could directly or indirectly influence / damage / harm the business interests/ goodwill or reputation of Canara Institution.
- 23.2.5. Disclose / divulge or use any confidential information gained in the course of his employment in Canara Institution for personal gains / profit or advantage for himself or any other person.
- 23.2.6. Engage directly or indirectly in any trade or business or avocation or undertake any other employment.
- 23.3. No employee shall :
- a. Propagate / indulge in communal or sectarian activity.
 - b. Discriminate against person on the grounds of caste, creed, language, religion etc.
 - c. Indulge in or encourage any form of malpractice.
 - d. Accept private tuition.

Rule 24 : Properties of Canara Institutions

- 24.1. Every employee shall :
Take due care of the property, materials, instruments, equipments, machines, furniture, cash etc. of Canara Institution entrusted to his care and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse, such an employee shall be liable for disciplinary action as may be deemed fit by the management. Besides, the management shall be entitled to recover the assigned/ assessed value of such breakage, damage or loss from the employee.
- 24.2. Promptly report any occurrence or defect noticed which might endanger lives of persons in Canara Institution and might result in any damage to the property of Canara Institution or that of any others.
- 24.3. Take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the management.

24.4. See that the stock procurement and stocking of materials, medicines etc. do not get out-dated. Periodical review shall be conducted to identify the materials / medicines nearing expiry date and the supervisor concerned/the management has to be appraised and appropriate action is to be taken in consultation with the management. Great care must be exercised to avoid unnecessary inventory holdings.

Rule 25 : Unauthorized possession of goods, etc.

An employee found in unauthorized possession of any goods, equipments, implements, articles, materials etc. which are in use in Canara Institution or kept in stock in Canara Institution and are not normally carried by the person, will be deemed to have got into possession of such goods by improper means. The management may confiscate such goods and such unauthorized possession attract disciplinary action as well as any other action as deemed fit by the management.

Rule 26 : Unauthorized persons in the premises

An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason, shall leave Canara Institution premises forthwith unless required to stay back by the management. Such employees shall not enter Canara Institution premises without permission.

Rule 27 : Possession / Consumption of intoxicating drinks and narcotics

Employee shall not possess or be under the influence of intoxicating drinks / drugs while on duty.

Rule 28 : Participation in politics and elections

28.1. No employee shall :

- a. Without prior intimation in writing, by the management, be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he take part in or subscribe in aid of or assist in any other manner any political movement or activity.

- b. Canvass or otherwise interfere or use his influence with or take part or contest in any election to any legislature or local authority, beyond exercising his franchise.

Rule 29 : Demonstration and Strikes

No employee shall organize or participate in any demonstration in the premises of Canara Institution which is prejudicial to the interests of Canara Institution or public order, decency or morality or which involves defamation or contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.

Rule 30 : Connection with Press, Radio and Television

No employee shall, except with the prior permission of management or in the bona-fide discharge of his duties, participate in a Radio / TV Broadcast, give speech to public or contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of Canara Institution or detrimental to the image/ interests of Canara Institution.

Rule 31 : Criticism of Management

No employee shall criticize the management either in the press or over the radio or on any public platform, provided, however, that nothing in this rule shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

Rule 32 : Unauthorized communication of information

No employee shall, except in accordance with any general or special order of Canara Institution, or in the bona-fide performance of the duties assigned to him, communicate directly or indirectly any official document or information to any employee or any other person.

Rule 33 : Unauthorized publication of official documents

No employee, while in service of Canara Institution or after retirement, resignation, dismissal or discharge, shall make public or publish any

documents, papers or information which might have come into his possession in his official capacity, without obtaining prior written permission from Canara Institution.

Rule 34 : Invention and Patents

No employee of Canara Institution shall, without the prior consent of the Management, either during his service in Canara Institution or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention / discovery made by him as a result of his service in Canara Institution.

Rule 35 : Violation of Statutory and University Rules and Guidelines

All employees of Canara Institution shall ensure compliance with the rules, regulations and guidelines of duties issued by the statutory bodies like the Department of Education, Government of Karnataka, The University or any Authorities from time-to-time.

Rule 36 : General

36.1.1. Canara Institution shall not be responsible in any way for any damages or loss caused to any personal property of any employee within the premises of Canara Institution.

36.1.2. Employee shall deposit any lost and found / unclaimed articles in the premises of Canara Institution with appropriate authority.

**CHAPTER IV
MISCONDUCT**

Rule 37 : Interpretation

“Misconduct” shall mean an act of omission or commission, express or implied, custom or urge, whether specified herein or otherwise, either singly or in collaboration with others, whether amounting to a substantive act, abetment or connivance committed within the premises of Canara Institution, if related to the maintenance of discipline or pertaining to the interest of the management or other employees or officers of the management. Any act of omission / commission / indiscipline which affects the reputation or prestige of the management shall amount to misconduct whether committed within or outside the premises of Canara Institution or any act or conduct unbecoming of an employee of Canara Institution.

Rule 38 : Acts of Misconduct

- 38.1. Acts of omission and commission on the part of employee of any of the Conduct Rules shall entail disciplinary action for misconduct.
- 38.2. Following is an illustrative list of acts of omission and commission and any other action which may be construed as indiscipline or misconduct shall be treated as misconduct.
 - 38.2.1. Willful insubordination or disobedience of any lawful and reasonable order of the superior.
 - 38.2.2. Commission of any acts subversive of discipline or good behavior.
 - 38.2.3. Participation in any strike / demonstration, gherao and or any other kinds of agitation or abetting and inciting such agitational activities.
 - 38.2.4. Theft, fraud, dishonesty, embezzlement, misappropriation in connection with work/property of Canara Institution.
 - 38.2.5. Willful damage to property or loss or damage to property owing to negligence or subversive or unethical practices.
 - 38.2.6. Demanding or accepting or giving bribes or any illegal gratification whatsoever.
 - 38.2.7. Absence without leave.
 - 38.2.8. Habitual late attendance or habitually leaving work before time or absence from place of work.
 - 38.2.9. Loitering while on duty.
 - 38.2.10. Negligence or neglect of work.
 - 38.2.11. Accepting service for any consideration inside or outside the College without the approval of the Management.
 - 38.2.12. Drunkenness, fighting, riotous, disorderly or indecent behaviour in Canara Institution premises and public places, affecting the reputation of Canara Institution.
 - 38.2.13. Giving false evidence or statement in any domestic enquiry held by Canara Institution or in a case conducted in a Court of Law in which Canara Institution is a party.
 - 38.2.14. Travelling or carrying unauthorized passengers, materials in any of Canara Institution vehicles without valid authority.
 - 38.2.15. Collection or canvassing for collection of any money for any purpose within Canara Institution premises without prior permission.
 - 38.2.16. Smoking in the office, or in any other place where smoking is specially prohibited.

- 38.2.17. Sleeping while on duty.
- 38.2.18. Distribution or exhibiting inside Canara Institution premises hand-bills, pamphlets or posters without written prior permission of the management.
- 38.2.19. Attending or holding any unauthorized meeting within Canara Institution premises.
- 38.2.20. Unauthorized disclosure of information about the business or affairs of Canara Institution.
- 38.2.21. Gambling or canvassing for sale of any commodities, chit funds, lottery tickets or coupons etc. within Canara Institution premises.
- 38.2.22. Conviction in any Court of Law for any criminal offence under Indian Penal Code.
- 38.2.23. Making false statements on matters germane to his employment in Canara Institution or willful suppression of facts at the time of employment or during the course of service in Canara Institution.
- 38.2.24. Threatening, intimidation, coercion, assaulting, quarreling with any person in the premises of Canara Institution.
- 38.2.25. Use of foul or abusive language or misbehavior with any officer, employee, student, or visitors within Canara Institution premises.
- 38.2.26. Refusal to accept memorandum or charge sheet or any other communication issued by the superior or Disciplinary Authority.
- 38.2.27. Participation in any activity prejudicial to the interests of Canara Institution.
- 38.2.28. Using Canara Institution facilities unauthorizedly for personal gains.
- 38.2.29. Not allowing Canara Institution employees / Officers / superiors either to enter or come out of the premises or causing ingress or egress of the material or equipments of Canara Institution.
- 38.2.30. Punching of attendance card or forging the signature of another employee in the attendance register.
- 38.2.31. Tampering with any of the records of Canara Institution.
- 38.2.32. Slowdown in performance of work or instigating to slow-down or adopting work to rule practices.
- 38.2.33. Acts of immorality or involving moral turpitude within the premises of Canara Institution or outside.
- 38.2.34. Unauthorized occupation / illegal or immoral use of Canara Institution premises

- 38.2.35. Not wearing specified uniform while on duty.
- 38.2.36. Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by management.
- 38.2.37. Possession of unlicensed weapons, dangerous or illicit drugs.
- 38.2.38. Sexual harassment of co-employees, students, and or any other persons who would be involved with Canara Institution including such unwelcome sexually determined behavior (whether directly or by implication) such as -
 - a. Physical contact or advances
 - b. A demand or request for sexual favors
 - c. Sexually colored remarks
 - d. Showing pornography
 - e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Rule 39 : Procedure for enquiries and punishment

- 39.1. The management shall be authorized to delegate the powers to any member of the management for the purpose of administering these service rules or for ordering an enquiry and awarding punishment.
- 39.2. Any employee found to commit any act of misconducts shall be served with a charge sheet clearly stating the charges leveled against him. Such an employee shall be given an opportunity to explain and answer the charges leveled against him in an enquiry conducted by an Enquiry Officer duly appointed by the management for this purpose. The employee concerned shall be given an opportunity to lead evidence to the charges and produce documents and witnesses in support of his defense and cross-examine the witnesses on whose evidence the charges are based. The employee concerned, if he so desires, shall be allowed to be defended by a co-employee of Canara Institution. The statements of the management and the employee and the evidence lead by either side shall be recorded by the Enquiry Officer. If the employee concerned fails to attend the enquiry, it shall be proceeded ex-parte. The Enquiry Officer shall submit his findings to the management based on the evidence recorded and documents produced during the enquiry.
- 39.3. An employee against whom misconduct is alleged may be suspended from duty without pay or allowance, pending enquiry. The order of

suspension shall take effect immediately on its communication to the employee. An employee under suspension pending enquiry shall be eligible to a subsistence allowance. However the subsistence allowance shall not be payable for the period of any adjournment or postponement of the enquiry expressly sought for by the employee and granted by the Enquiry Officer.

- 39.4. If an employee is held guilty of misconduct as a result of the enquiry and punishments awarded to him, the employee shall not be entitled to any salary/ wages during the period of his suspension.
- 39.5. If, as a result of the enquiry, an employee is found not guilty of misconduct, he shall be entitled to receive the difference of the subsistence allowance paid if any and the emoluments he would have received had he not been suspended for the period of this suspension pending enquiry.
- 39.6. An employee found guilty of misconduct after domestic enquiry may be punished by imposition of one or more minor or major penalties.
- 39.7. While awarding punishment under these Service Rules, the management may take into account the gravity of the misconduct, the previous record of the employee, and any other extenuating or aggravating circumstances that may exist. A copy of such order passed by the management shall be served on the employee concerned.
- 39.8. In case of dismissal, the employee may appeal within 30 days of receipt of such Order to the Appellate Authority whose decision will be final.

Rule 40 : Penalties

Any of the following penalties may be imposed for good and sufficient reasons on an employee of Canara Institution by the Management.

40.1. Minor Penalties :

- a. Written warning or caution
- b. Censure
- c. Withholding / stoppage of increment with or without cumulative effect.
- d. Withholding of promotion.
- e. Recovery from pay the amount as may be due on account, of any pecuniary loss caused to Canara Institution by negligence or breach of orders.

f. Fines, not exceeding an amount equivalent to 7 days salary.

40.2. Major Penalties :

- a. Suspension without salary and allowance for a period up to 30 days.
- b. Demotion to a lower grade or post or to a lower stage in a time scale of pay for a specified period at the discretion of the management or permanent reduction in rank.
- c. Discharge / removal / dismissal / compulsory retirement from service.

Rule 41 : Suspension Pending Enquiry

41.1. Any officer empowered with such powers may place under suspension, pending enquiry, an employee of Canara Institution who is alleged to have committed any acts of misconduct.

41.2. An employee of Canara Institution who is detained in police custody whether on a criminal charge or otherwise for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of detention by an order of the Management or any other Officer empowered by it and shall remain under suspension until further orders of revoking or continuing the order of suspension.

41.3 Every employee placed under suspension pending investigation or enquiry into complaint or charges of misconduct against him, shall be entitled to subsistence allowance:

- a. At the rate of 50% of the pay which the employee was entitled to immediately preceding the date of such suspension, for first 90 days of suspension, and
- b. At the rate of 75% of such pay for the remaining period of suspension if the delay in the completion of disciplinary proceedings against such employee is not directly attributable to the conduct of such employee.

41.4. If on enquiry the employee is found guilty of the charges and one or more penalties are imposed, the employee shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period. However, the subsistence already paid to him will not be recovered.

CHAPTER V MISCELLANEOUS

Rule 42 : Uniforms

- 42.1. Wherever it is desirable in the interest of service, the Management may prescribe a uniform, for any category of employees.
- 42.2. The management reserves the right to decide as to the category or number of employees to be provided with uniforms, and this will not entitle the other categories of employees right to claim uniform or allowance in lieu of uniform.
- 42.3. The management can, at its discretion, discontinue giving uniforms and the employees thus deprived off, shall have no claim against the management regarding the same. The type of uniform to be prescribed shall be at the discretion of the management. Once the management provides the uniform, it shall be the duty of the employees to wear the same while on duty.

Rule 43 : Accommodation

There is no obligation on the part of the management to provide accommodation to the employees. Consequently no employee can claim accommodation as a matter of right.

Rule 44 : Service Certificate

Every permanent employee shall be entitled to a Service Certificate at the time of leaving the services of Canara Institution provided all the formalities of clearance and settlement of dues have been completed. Such a Certificate shall be valid only if it is issued and signed by the Appointing Authority.

Rule 45 : Serving of Notice

- 45.1. Every employee shall intimate the change of his postal address for communication to his head of the Department / Office within 7 days of the change and also his leave address whenever he proceeds on leave.
- 45.2. Orders, notices and /or other service communications issued under these Rules will be communicated to the employee either in person when he is personally available or by post to the last known address of the employee. In case of necessity the Management may also service the Order / Notice by publication in a local newspaper.

Rule 46 : Condonation of delay

For good and sufficient reasons, the authority competent to pass an order may, extend the time specified for anything required to be done or condone the delay.

Rule 47 : Modification of Rules

Management reserves the right to relax / modify / substitute any of the Service Rules.

Rule 48 : Interpretation

If any question/ difference of opinion arise relating to the interpretation of these Rules, it shall be referred to the President, whose decision thereon shall be final and binding.

**CHAPTER VI
GRATUITY****Rule 49 : Payment of Gratuity**

As per Rules laid down in "Canara Institution Employees Group Gratuity Scheme" Master Policy agreement with the Life Insurance Corporation of India, Mangaluru.

**CHAPTER VII
PROVIDENT FUND****Rule 50 : Employees Provident Fund**

As per provisions of the Government of India, Employees Provident Funds and Miscellaneous Act, 1952.

**CHAPTER VIII
ESI SCHEME****Rule 51 : ESI Scheme of Inida**

As per the provisions of the Government of India, Implementation of Employees State Insurance Scheme to Canara Institutions under ESI Act 1948 .

CANARA HIGH SCHOOL ASSOCIATION EMPLOYEES LEAVE RULES 2002

**[Applicable to all Management employees who do not come under
Salary Grant in-aid by the Government]**

(Amendment in leave pattern with effect from January 2018)

1. Newly appointed staff obtains 10 casual leave during probationary period. It is applicable from the date of appointment till the end of the academic year.
2. After confirmation, each teaching staff obtains 06 Casual Leave, 10 Earned Leave and 06 Medical Leave yearly. Non-teaching staff obtains 06 Casual Leave, 20 Earned Leave and 6 Medical Leave yearly.

Medical Leave

- If the leave is not availed during the year, it lapses automatically.
- This leave is sanctioned only on producing the medical certificate by the Doctor.
- After availing medical leave while reporting to duty, it is obligatory to produce medical certificate of fitness.
- Eligibility to avail the said leave is subject to this leave at credit.
- Leave for a day or two is to be intimated to the Heads and application of Medical Leave to be given compulsorily.

Earned Leave

- This leave can be availed only after the completion of probationary period.
- Less than 6 Earned Leaves may be sanctioned by the Correspondent, more than 6 Earned Leaves need sanction from the Hon. Secretary.
- Earned Leaves cannot be clubbed with Casual Leaves.
- This leave can be clubbed with the Medical Leave.
- This leave can also be clubbed with the Loss of Pay (LoP) Leave
- There are two blocks in a year to avail this leave.
 - i. First Block : 1st June to 30th November
 - ii. Second Block : 1st December to 31st May
- Teaching staff can avail 05 Earned Leaves and Non-teaching staff can avail 10 Earned Leaves during First Block and the same pattern can be followed in the Second Block.
- If the leave is not availed during the year, it lapses automatically.

Casual Leave

- This leave can be consumed only after sanction.
- Casual Leave should be applied for 3 days in advance.

Maternity Leave

- After confirmation of the post, 6 months of Maternity Leave can be availed only twice during the entire service period.
- This leave is availed only for the first and second child.
- The sanction of leave is subject to production of medical certificate.
- After the completion of leave, it is obligatory to produce a Fitness Certificate certified by the doctor.

Loss of Pay Leave

- This leave can be availed when no other leave is in credit. The maximum number of days to avail this leave is 120 days only.
- This leave can be adjusted to any other kind of leave except Casual Leave.
- Loss of Pay Leave is sanctioned by the Hon. Secretary.
- Application of Loss of Pay leave from Staff should be forwarded by the Heads of the Institutions duly verifying the reason for leave with remarks and is duly signed by the Correspondent of the Institution. Heads of Institutions should properly verify and ensure that staffs should have more than 80% Attendance. If it is not followed Heads of the Institutions will be solely responsible for any future actions by the Management.

Note :

1. Teaching / Non-Teaching Staffs should not claim any of the above leave as their right to avail the leave. Leave can be availed only on need and only if it is sanctioned by the appropriate authority.
2. Management can interfere in the matters pertaining to availing / rejecting leave or informing the staff to report for duty during the leave period. Management keeps every right to call back any teaching / non-teaching staffs for duty despite they are on Leave period if their services are required urgently for the Institutions and even cancel the leave and inform them to report for duty.
3. Cancellation of Leave by the Management and reporting to duty by the staff is only in case of necessity. Management need not give the reason for cancellation of leave and necessity of reporting for duty to the staff. Management reserves the right to take action against the staff member if they have not reported.

Sd/-

Hon. Secretary

Canara High School Association

Embracing Values and Codes into practice

1. Doing the right thing, even when nobody asks or oversees your tasks.
2. Being vigilant and attentive to your surroundings.
3. Thinking about the tasks you are doing, the risks involved and how to minimize them.
4. Taking ownership and believing responsibility is more than just doing the tasks that are assigned to you.
5. Demonstrating genuine care for the well-being of the Institution, your colleagues and stakeholders at large.
6. Engaging your team and acting as a role model. People are often influenced by positive examples.
7. If you are a superior / leader, you have a double responsibility. Consider your own tasks and those of your team.
8. Stimulate healthy discussions on the Code and make sure you and your team understand what the Institution expects you to believe and practice.
9. We also have a duty to treat others as we would expect to be treated ourselves.
10. Always be transparent, clear and straightforward in your words and actions.
11. Be honest, truthful and sincere in the way you communicate.
12. Be fair, just and considerate towards others. Treat each other with dignity and respect.
13. You must always know the difference between what you have a right to do and what is right to do. Hence, try to do the right thing, no matter how difficult that may be.
14. Life is all about making right choices. Always do your best to make the right ones, and always do your best to learn from the wrong ones.
15. As higher we climb in the ladder of success, the more humbly we should walk.
16. Always foster good company because bad company corrupts good morals.
17. The truth of your character is expressed through the choice of your actions. Hence, be wise in your choices.
18. Always be more concerned with your character than your reputation; because your character is what you really are, while reputation is merely what others think you are.

19. There is no higher value in our society than integrity. Hence, always rise with high integrity.
20. Do everything you have to do, but not with greed, not with lust, not with envy but with passion, love, compassion, humility and utmost devotion.
21. Do your duty without thinking about its result. Your time will teach you everything. Just don't forget to learn from it.
22. It's not too hard to make decisions once you know what your values are.
23. Remember upon the right conduct of each depends the fate of all.
24. A reputation for a thousand years may depend upon the conduct of a single moment.
25. If you look to lead, invest at least 40% of your time managing yourself – your ethics, character, principles, purpose, motivation and conduct. Invest at least 30% managing those with authority over you; 15% managing your peers. The rest will be taken care if above fall in place.
26. Whosoever desires constant success must change his conduct with the times.
27. A person's ethics and character are not tested in good times. It is only in bad times that a person shows how steadfast he is to his dharma.
28. Always do what is right, not what is easy.
29. What your thoughts; they lead to attitudes.
Watch your attitudes; they lead to words.
Watch your words; they lead to actions.
Watch your actions; they lead to habits.
Watch your habits; they lead to your character.
Ultimately it determines your destiny.
30. Do all the good you can...
By all the means you can...
In all the ways you can...
In all the places you can...
At all the times you can...
To all the people you can...
As long as ever you can...
By doing so you are indeed making a huge difference.





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. District, Karnataka



E-mail : cnrcollege@yahoo.co.in

Ph. No : 0824 – 2492366

Web : www.canaracollege.com

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Criterion 6 : Governance, Leadership and Management

Key Indicator – 6.2 Strategy Development and Deployment

Metric 6.2.2 (QIM) : The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

List of Supporting Enclosures

Weblink for Policy Documents of the Institution

<https://www.canaracollege.com/policies/>





CANARA COLLEGE

M. G. Road, Kodialbail, Mangaluru – 575 003



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

STAFF RECRUITMENT POLICY





CANARA COLLEGE

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CANARA HIGH SCHOOL ASSOCIATION

Recruitment Policy

1.1 Objective :

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

1.2 Applicability :

All new recruits in all grades.

1.3 Policy and Procedure :

1.3.1 The approved recruitment policy will be a pre-requisite for all recruitment in the institution.

1.3.2 Any departure from the Recruitment policy will need special approval from the appropriate approving authority. The concerned Head of the Department is to approach the Principal with the details of the manpower required. Principal will then forward to the Honorary Secretary through the Correspondent of the Institution to seek approval for the list of posts for which recruitment is to be done. On seeking the approval, the Principal in consultation in with the concerned Head of the Department shall prepare a detailed job description for the position to be filled up.

1.3.3 The Association Office in consultation with the Principal shall source the profiles for the required position by calling for applications through advertisements in newspapers, calling for the list of eligible candidates from the Employment Exchange, internal reference, if any, etc...

1.3.4 On receipt of the applications, the Head of the Department and Principal shall screen and shortlist the profiles depending on their suitability for the position. The list of shortlisted profiles will be prepared and the candidates will be communicated to appear for the interview process.

1.3.5 The Head of the concerned Department will coordinate in the smooth conduct of the entire process of the interview.

1.3.6 Depending on the grade / level of the position being recruited, the interview panel / selection committee will consist of the Correspondent, Member nominated by the Governing Council, Principal, concerned Head of the Department and a Subject Expert. The selection panel evaluates the candidate based on a set of predefined criteria. Acceptance or rejection of candidates is at the sole discretion of the institution.

1.3.7 The selected candidates may be offered employment by way of a Letter of Appointment / Engagement.



- 1.3.8 The candidates selected for appointment shall submit the photocopies of all relevant academic certificates and testimonials, Relieving Letter from previous Employer, if employed earlier along with the originals for verification.
- 1.3.9 The candidates selected for employment, on reporting to the duty shall furnish the Joining Report in the prescribed format.
- 1.3.10 It shall be incumbent upon every employee to furnish correct and complete bio-data to the Appointing Authority in the required format. He / She shall promptly notify in writing any subsequent changes in the particulars of his bio-data. Any false information in the particulars furnished in the bio-data either at the time of appointment or subsequently shall render the appointment null and void.
- 1.3.11 He / She shall also furnish evidence of Date of Birth / Proof of Age by any one of the following :
- Certified extract from Register of Births and Deaths.
 - School Leaving Certificate / Matriculation Certificate.
 - Any other document acceptable to the Management.

The age of the employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his employment including retirement. The date of birth once furnished and accepted by the management and entered in the Service Register shall be firm and conclusive and under no circumstances the request for correction of the same will be entertained.

- 1.3.12 During employment, the management may at any time require an employee to be examined by a Medical Officer of its hospital or Medical Examiner approved by the management. If on such examination, the employee is found suffering from any disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the institution or to the health of other employees, staff, faculty, or students, the management may terminate his / her services.



For CANARA HIGH SCHOOL ASSOCIATION

Hon. Secretary
Mr. M. Ranganath Bhat

Hon. Secretary

Canara High School Association



From,

Mrs.Sandhya.B
HOD of chemistry
Canara College
Mangalore

To,

The principal
Canara College
Mangalore.

Respected Madam,

This is to bring to your kind notice that the expected workload of the Chemistry Department for the academic year 2018-19 is as follows.

Practicals	82
Theory	14
Total Work load	96

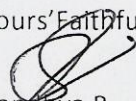
Work load distribution of the department.

Dr K V Malini	10
Sandhya B	20
Roopashri K P	20
Vindya B B	20
Soujanya D	20
Extra work load	06
Total work load	96

Hence I kindly request you to provide a full time chemistry lecturer to the department. Soujanya D who is a part time lecturer in the department now may be given as a full time lecturer.

Thank You,

Place : Mangaluru
Date : 11/04/2018

Yours' Faithfully,

Sandhya B



To,

Dated 12th June 2018

The Hon.Secretary

CHS Association, Mangalore.

Through,

The Correspondent, Canara College, Mangalore

Respected Sir,

Subject: Staff requirement for the academic year 2018-19.

Sl.No	Requirement	Remarks
1.	Full-time Lecturer in Botany	Against the vacancy created due to retirement of Dr. Manohar Joishi
2.	Full-time Lecturer in Zoology (for the period-1 st July 2018 -31 st Jan 2019)	Maternity leave vacancy Mrs. Pushpanjali-1st. July to 30 th September 2018 (On probation-not eligible for paid-maternity leave) Mrs. Sushama C -1 st August to 31 st Jan. 2019
3.	Part-time Lecturer in Chemistry	Increase in workload of III B.Se.and I B.Se. class. Ms. Soujanya working as Part-time Lecturer(13 Hrs/week) may be upgraded to Full-time. Letter from the HOD of Chemistry is enclosed
4.	Full-time Laboratory Instructor	Increase in intake of I PMC batch
5.	Full-time Lecturer in Commerce	Ms. Raksha Acharya, Asst. Prof. of Commerce is resigning in December 2018 for personal reasons. There is a Full-time workload in Commerce for one year due to the 5 th batch of III B.Com.
6.	Office Clerk (From October 2018)	Against the vacancy created due to retirement of Mrs. Sumathi

Kindly sanction the above requirement.

Thank you.

yours truly,

Has been discussed with the Correspondent.
Suitable Candidates may be interviewed on 13/6/18

Mahesh
Principal
Canara College
Mangaluru - 575 003



CANARA COLLEGE

MAHATMA GANDHI ROAD, MANGALURU - 575 003

Ph. : 0824 - 2492366(O)
Fax : 0824 - 2494325

E-mail : cnrcollege@yahoo.co.in
Website : www.canaracollege.com



To,

Dated 23rd May 2019

The Hon.Secretary

CHS Association, Mangalore.

Through,

The Correspondent, Canara College, Mangalore

Respected Sir,

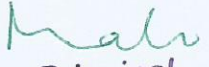
Subject: Staff requirement for the academic year 2019-20.

Sl.No	Requirement	Remarks
1.	Full-time Lecturers in Commerce and Business Administration-03	Against the vacancy created due to resignation of Mr. I.N.Noronha and Mrs.Raksha Acharya -(02) Increase in workload due to introduction of Elective subjects for B Com and BBA courses under Choice Based Credit System(CBCS) to be introduced from the academic year 2019-20 -(01)
2.	Full-time Lecturer in Physics-01	Against the vacancy created due to resignation of Ms. Sangeetha Kini
3.	Part-time Lecturer in Mathematics-01	Increase in workload due to introduction of Practical Paper and Elective subjects in Mathematics under Choice Based Credit System(CBCS) to be introduced from the academic year 2019-20.
4.	Full-time Lecturer in Economics-01 (Maternity Leave vacancy-July to December 2019)	Mrs. Savitha G Acharya, Lecturer in Economics is expected to avail Maternity Leave from 1 st July 2019.
5.	Office Clerk -01	Against the vacancy created due to retirement of Mrs. Sumathi (retired in Oct. 2018). Mrs. Kasthuri, who has been availing frequent leave on health ground(Retirement due in May 2020).

We request you to kindly sanction the above requirement. The same may kindly be advertised in a local News Paper.

Thank you.

Yours truly,


Principal
Canara College
Mangaluru - 575 003



CANARA COLLEGE

MAHATMA GANDHI ROAD, MANGALURU - 575 003

Ph. : 0824 - 2492386(O)
Fax : 0824 - 2494325

E-mail : cnrcollege@yahoo.co.in
Website : www.canaracollege.com



1. Full-time Lecturer in Commerce and Management studies-03
2. Full-time Lecturer in Physics-01
3. Full-time Lecturer in Economics-01 (Maternity Leave vacancy)
4. Part-time Lecturer in Mathematics-01

Eligibility: Masters degree in the respective subjects with not less than 60% marks. NET/K-SET or Ph.D qualified candidates are preferred.

5. Office Clerk-01
6. Eligibility: B Com degree with good knowledge of Computer and proficiency in English and Kannada Typing.

Applications should to reach 'The Principal, Canara College, M.G.Road,Mangalore-575003' before 4 pm on 2nd June 2019.

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Dated **5-Aug-2017**

Invoice No.

Mobile/ Civil
Electrician.
9743903783.
PC02017AJ100619302

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Female Accountant. Preferably
from Mangaluru. Send your
Resume with Photo to jobrdm@
gmail.com
PC02017AJ100619316

URGENTLY REQUIRED,
Fish Farm Manager and
BFSc- Fisheries/ Zoology
Fresher for Fish Farm at
Manki, Near Honnavara,
Karnataka, Attractive
Salary Accommodation &
Food Facility. Interested
Candidates can Send
updated CV on saidarshan@
phiconsultingservices.com or
Contact on 919923207273.
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Trainees: SSLC or PUC
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20- 22Years (100% Training
will be provided, with
FREE Accommodation) For
Location: Mangalore/ Udupi
& Kundapur, Only Fresher can
Apply. Contact: 7353310500 &
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Supervisor, Office Assistant,
Store Keeper, Billing Clerk,
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Experienced. 0824-2420110/
9731682907.
PC02017AJ100619388

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estate, Businessmen, SSLC,
30-75years. Ph:8050969719.
PC02017RA300619333

URGENTLY REQUIRED
Personel for Govt. approved
MNC, Udupi. Interview Hotel
Kidiyoor on 3rd August,
Thursday. Ph:8553123199.
PC02017RA300619341

WANTED: Lecturers for
IIPUC (Commerce), SSLC-
All Subjects, Computer
Instructors. Ph:7411882127,
Sigma Educational Institutions
Thokkuttu.
PC02017NA200619170

WANTED MALE: (a)
Marketing Staff SSLC/ PUC
(b) Service Engineer, ITI/
Diploma in Electronics and
Communication. Attend Interview
10.30am to 5pm with in
10days Nagaraja 7760162383/
9483210367. Shree Krishna
Instruments D.No 11-1-59C,
Ground floor Shantha Durga
Complex opp S.B.I Shiri
beedu Udupi- 576101. Email:
shreekrishnainstruments@
gmail.com
PC02017RA300617954

WANTED: Experienced Marketing
Executives (Male) for Working
in the Field of PRINTING &
PUBLICITY @ Mangaluru
with Good Communication
Skills & 2 Wheeler. Send your
Resume with Photo to jobrdm@
gmail.com
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Sales Girls for a Supermarket
at Kulshekar, Mangalore. Store
timings 9.00am to 8.30pm.
Candidates with similar
Experience and close Proximity
will be Preferred. Contact:
9945997600/ 8884285095.
PC02017AS000618856

Knowledge Must. Contact:
9632588212
PC02017SU2300618507

WANTED: ACCOUNTANT'S
(Experienced), Telecallers
(Female- 12K), Office Assistant.
Ph:8951012352. vcgroup18@
gmail.com
PC02017SU2300619090

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ವಾಹನಕ್ಕೆ ಡ್ರೈವರ್, ಊಟ-ವಸತಿ
ಸೌಲಭ್ಯವಿದೆ. Ph:9611651445
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2) Technicians, ITI/ Diploma
(Electronics) ಸಂಪರ್ಕಿಸಿರಿ:
Nithyananda Agencies Pvt.
Ltd. F1, Ramabhavana
Complex, Kodialbail, Mangalore.
Phone- 9141281650. Email:
nithyanandaagenciespvtltd@
yahoo.co.in
PC02017RA300619307

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ಪೊನ್ಮಾ/ ಮನೆಕೆಲಸಕ್ಕೆ/ ಬಾಟಲಾ
ಸಾಕಲು/ ಮಹಿಳಾ/ ಪುರುಷ
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ಉಪಾ ಜಾರ್ಜ್‌ಲಿಂಗ್ಸ್ ಉಡುಪಿ-1.
Ph:9481269452/ 9740071542.
PC02017RA300619310

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ಗೌರವಂಜಿತ ಅಧೀನ ಹೊಂದಿರುವ
ಕಂಪನಿಗಳಲ್ಲಿ ಸೀಮ್ಯಾನ್, ಚಿಕ್ಕಿಲ್ಡರ್
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Pass/Fail. ವಯಸ್ಸು: 17 ರಿಂದ 28 ವರ್ಷ.
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E-mail : chougulnavyservice@gmail.com
Mob. : 09175531138

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ವಾಚ್‌ಮ್ಯಾನ್ (ಮಂಗಳೂರಿನ
ಆಸುಪಾಸಿನವರಿಗೆ ಮೊದಲ ಆದ್ಯತೆ)
ಉತ್ತಮ ವೇತನ ನೀಡಲಾಗುವುದು.
8147985557 / 9110612676.
PC02017AJ100619282

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8,000/- 9591095173.
PC02017AJ100619283

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12,000/- 8277349303.
PC02017AJ100619287

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ಕುಂದಾಪುರ, ಬೆಳ್ತಂಗಡಿ, ಪುತ್ತೂರಿನ
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ಯುವತಿಯರು. ವಿದ್ಯಾರ್ಹತೆ 7th/
Degree, ವಯೋಮಿತಿ 18/ 31. ಉಚಿತ
ಊಟ, ವಸತಿಯೊಂದಿಗೆ ತಿಂಗಳಿಗೆ 9,000/
15,000 (Earn). Ph:8277585709,
9632930208.
PC02017AJ10061920E

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Interested candidate can drop their CV to:
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Principal
Canara College

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Email: rehman_m@rediffmail.com, Website: www.rehmanenterprises.com

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ವಿನಾಯಕ ಆಗ್ನೇಯ ಫರ್ನಿಚರ್ಸ್ ಕಂಪನಿಯಲ್ಲಿ ಕ್ಷೇತ್ರ ಸಹಾಯಕರಾಗಿ ಕಾರ್ಯನಿರ್ವಹಿಸಲು 10ನೇ ತರಗತಿ ಪಾಸಾಗಿರುವ 18ವರ್ಷದ ಯುವಕರು ಬೇಕಾಗಿದ್ದರೆ. ತ್ವರಿತ ವೇತನ, PF, ESI ಸೊಲ್ಯೂಷನ್. ಆಸಕ್ತರು ನೇರವಾಗಿ ಸಂದರ್ಶಿಸಿ: ಕಾ.28.07.2018ರಂದು- ಉತ್ತಮ ಕಾರ್ಪೊರೇಷನ್ ಬೆಳಿಗ್ಗೆ ಮುಖ್ಯ: 9449870540

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ಉಡುಪಿಯಲ್ಲಿರುವ ಇಲೆಕ್ಟ್ರಾನ್ ಸರ್ವಿಸ್ ಸೆಂಟರಿಗೆ Technician ವೇತನ 10000, Staff- 6000. Mob:9164696627

ಉಡುಪಿ ಸಮೀಪದ ಸನ್ಯಾಹಾರಿ ಹೋಟೆಲಿಗೆ ಅಡುಗೆಯವರು ಬೇಕಾಗಿದ್ದರೆ. ಸಂಪರ್ಕಿಸಿ: 9686392435

ಬೇಕಾಗಿದ್ದರೆ: ಉಡುಪಿಯಲ್ಲಿರುವ ಸಂಸ್ಥೆಯೊಂದಕ್ಕೆ ಪುರುಷ ಅಭ್ಯರ್ಥಿಗಳು, ವಸತಿಯೊಂದಿಗೆ ದಿನಕ್ಕೆ 600/- ಸಂಪಾದನೆ. ವಯಸ್ಸು 18ರಿಂದ 30. ವಿದ್ಯಾರ್ಹತೆ SSLC ಮೇಲ್ಪಟ್ಟು ಸಂಪರ್ಕಿಸಿ: 9481453442, 9844240575.

ತಕ್ಷಣ ಬೇಕಾಗಿದ್ದರೆ: ಬೆಂಗಳೂರು, ಮೈಸೂರು, ತುಮಕೂರು, ಪ್ರಸಿದ್ಧ MNC ಕಂಪನಿಗಳಿಗೆ SSLC, PUC, JOC, ITI, Diploma, Any Degree Pass/ Fail ಯುವಕ ಯುವತಿಯರಿಗೆ ವಸತಿಯೊಂದಿಗೆ ಸಂಜೆ +OT (15,200-60,000) Ph: 7026186444 7026186444.

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(Recognized under section 3(A) of the UGC Act 1956)
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Ph: 0824- 2204668 / 69 / 70 Email: hrd@yenepoya.edu.in

URGENTLY REQUIRES
Candidates with B Sc HS / BHM and minimum 1 year Teaching Experience
Interested candidates please send CV to the undersigned on or before 01.08.2018. Qualification as prescribed. Salary commensurate with experience.
Sd/-, Registrar

KUWAIT A Leading Multinational Catering Company Required

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- CONTINENTAL COOK - EXECUTIVE CHEF - ROOM BOY
- SALAD COOK - PASTRY / BAKER - LIFEGUARD
- FITNESS TRAINER / TECHNICIAN (HELPER) - ASST. COOK
- MWR TECHNICIAN (RECREATION & FITNESS CENTER RECEPTIONIST)
- HEAVY / LIGHT DRIVER (VALID KUWAIT LICENSE)
- FORKLIFT OPTR (VALID KUWAIT LIC) - STORE KEEPER (FMCG Exp.)
- CUSTODIAL TECHNICIAN (CLEANER)

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Tel: 0824 2421717, Email : asmxcv@gmail.com
R C No B 0606/CHENNAI/BEK/0009/574091/34 ARN P I 6054406

ATTESTED
Principal
Canara College
Mangaluru 575 000

UDAYAVANI APPOINTMENTS



CANCY: For Retired or Candidates Expecting Additional Pension Payout, who Crossed Age of 40Yrs and Minimum 12th Qualified. Part Time or Full Time, Male/ Female. Huge Income and Promotion as per Performance. Invited for Presentation Programme at Hotel OCEAN PEARL, Kodialbail on Thursday 21st December at 10.30am. Book your Seats. Please Call Dinesh Pai: 9686568279.

REQUIRED:- SBI Group Retired, VRS, Housewives & Others Attractive Benefits. Ph: 8722248397

ED:- Skilled Tailor, Sales, Sales Officer. Contact: 9480522893 appointassociat@gmail.com

OFFICE STAFF Required- (Female). Contact: Mr. Sunil 9972354007 Kottara Mangalore

JOBS IN GREEN Apple Require PUC, Degree and PG Candidates Age: 18- 26. Ph: 9738890161/ 6451525

ಪರಿವರ ಬಾಯ್/ ಹೊಸಕೆಟಿಂಗ್: ದ್ವಿಕ್ರಮವಾಹನದ ಡ್ರೈವರ್ ಕೊಂಡಿರುವ 7ನೇ ತರಗತಿ ಮೇಲ್ವಿಟ್ಟವರು. ವೇತನ OT 10,000/ ಮೇಲ್ವಿಟ್ಟು ಹಾಗೂ ESI ಸೌಲಭ್ಯವಿದೆ. ಎಲ್ ಕೇಡ್, ವಿಷಯಾ ಕಾಂಪ್ಲೆಕ್ಸ್ ಬಿಲ್ಡರ್ ಭಾಗ್ ರೋಡ್, ಮಣ್ಣುಗಡ್ಡೆ (ವೆಲ್ ಹೌಸ್ ಹತ್ತಿರ) ಮಂಗಳೂರು. info@Amogare.in

ಮಂಗಳೂರಿನ ಲೇಡಿಸ್ ಹಾಸ್ಟೆಲ್ ಗೆ ವಾಸ್ತವ್ಯ ಮಾಡಬಲ್ಲ ಹಾಸ್ಟೆಲ್ ನಲ್ಲಿ ವಾಡರ್ಸ್ ಕೆಲಸ ಮಾಡಿ ಅನುಭವವಿರುವ ಮಹಿಳೆ ಬೇಕಾಗಿದ್ದಾರೆ. ವಯಸ್ಸು 25- 47. ಸಂಬಳ 8,000/- - 10,000/- . 9148950836

ಮಂಗಳೂರಿನ ಲೇಡಿಸ್ ಹಾಸ್ಟೆಲ್ ಗೆ ವಾಸ್ತವ್ಯ ಮಾಡಬಲ್ಲ ಸನ್ಯಾಹಾರಿ, ಮಾಂಸಾಹಾರಿ, ಬೆಳಗಿನ- ಸಂಜೆಯ ತಿಂಡಿ ತಯಾರಿಸಿ ಅನುಭವವಿರುವ ಅಡುಗೆಯವರು ಬೇಕಾಗಿದ್ದಾರೆ. ಸಂಬಳ 15,000/- - 20,000/- . 8762191505.

WANTED Captains and Waiters, Chinese and North Indian Cook for Multi Cuisine Restaurant. Contact: 9480054646, 9448144224.

WANTED: Civil Engineers (BE/ DCE), Draftsmen (Autocad), Lady Office Assistant (Typing Word & Excel Experience). 0824-2217188, 9845085138 architectskca@gmail.com

WANTED: Warden Any Degree, Swaroopa Boys Hostel Carstreet, Mangalore. 9901638372.

WANTED EXPERIENCED Tool Die Fitter for Tool Room in Yeyyadi. 9448143377.

WANTED: Receptionist for Dr's Polyclinic in Falnir, Mangaluru. Contact: 7760013477.

REQUIRED: Experienced Computer Faculty. Bits Computer Education. Udupi. bitsudupi@gmail.com Ph: 8139962577.

WANTED: Female Outdoor Sales Executives with Own 2 Wheeler for a FMCG Distribution Company in Mangalore City. BBM/ MBA Graduates Preferred Apply to: raj.jobs@yahoo.com

WANTED: Female/ Male Office Staff with Fluent English. Manipal 8660680488.

WANTED: Male Marketing Executive for Tiles Showroom at Mangalore: 9886104737.

WANTED: Operator Experienced in Plastic Blow Moulding and Injection Moulding Machine Operations for a Plastic Manufacturing Industry in Baikampady. Fresh ITIs can Apply. Contact: 9740221102/ 0824-2400813.

AMAZING OPPORTUNITY Available in Government Recognised Company for Retired Persons, Housewives, Business Professionals, NRIs. The benefits you earn from this are Immense. Fixed Salary+ PF+ Unlimited Medical. Huge Earnings without Investing any Money. Get Recognition and rewards for your Achievements, enjoy Worldwide Recognition and Travel Across the World. Age: 30-70, Qualification: PUC and above. Call: 9845488634.

REQUIRED Candidates for Airtel Call Center, Udupi. Contact: 9148943902, 9148976583.

WANTED: Marketing Executives. Kudla- 9900737896, Udupi- 7624956213

URGENTLY REQUIRED: Beautician for Mangalore. Contact: 8296858715/ 7259815627

ನೂರಿತ ಬರ್ನರ್ ಬೇಕಾಗಿದ್ದಾರೆ:- ಇಂದಸ್ಪಿಯಲ್ ಬರ್ನರ್-(2), ಅಟೋಮೊಬೈಲ್ ಬರ್ನರ್-(1) ಕೂಡಲೇ ಸಂಪರ್ಕಿಸಿ: ಯುನಿಟೆಕ್ ಗಂಜಿಮಠ. 9448131700 /9980752700

ಬೇಕಾಗಿದ್ದಾರೆ: ಬೈಕೋಪಿಯ ಬಾರ್- ರೆಸ್ಪೋಂಟಿವ್ ವೈಟರ್ಸ್ ಬಾರ್‌ಮನ್ (ಕಂಪ್ಯೂಟರ್ ಬಲ್ ಮಾಡುವವರು) 9591154667

ಬೇಕಾಗಿದ್ದಾರೆ: ಪ್ರಾಕಿಂಗ್ ಕೆಲಸಕ್ಕೆ ಯುವಕರು ಬೇಕಾಗಿದ್ದಾರೆ. ಸಂಪರ್ಕಿಸಿ: ಸರ್ವೋದಯ ಐಜಿಎಸ್, 9ನೇ ಕ್ರಾಸ್, ನಾಯಕರೇಡ್ ರಸ್ತೆ, ಅದ್ವರಕಾಡು, ಉಡುಪಿ. Ph: 0820-2533325, 0820-2532525

ಉಡುಪಿ ಸಂಕೇಟಿಯ ಬೃಂದಾವನ ಲಾಡ್ಜ್ಗೆ ಕ್ಲೇನಿಂಗ್ಗೆ ಹೆಂಗಳರು ಬೇಕಾಗಿದ್ದಾರೆ. ಸಂಪರ್ಕಿಸಿ: 7349112317

ಬೇಕಾಗಿದ್ದಾರೆ: ಹಾಸ್ಟೆಲಿನ ಮೆಷಿನ್ ಅನುಭವವು ಅಡುಗೆಯವರು ದೋಸೆ, ಚಪಾತಿ, ಚೈನೀಸ್ ಬೇಕಾಗಿದ್ದಾರೆ. 9844975920

ಪಿಯುಸಿ, ಕನ್ನಡ ಟೈಪಿಂಗ್ ಗೊತ್ತಿರುವ ಉಡುಪಿಯ ಸ್ವಲ್ಪಾಯ ಪುಸ್ತಕ ಬೇಕಾಗಿದ್ದಾರೆ. ವಿಚಾರಿಸಿ: 9448252843

ಉಡುಪಿಯಲ್ಲಿ ಕ್ಲೇಪ್ರೊಡಕ್ಸ್ ಸೇಲ್ಸ್/ ಬಿಲ್ ಕೌಂಟರ್ ಗೆ (ಪ್ರಾಯ 19-35) ಪುಸ್ತಕ ಬೇಕಾಗಿದ್ದಾರೆ. 9108162317

ಅಸ್ತತ್ವ, ಮನೆಯಲ್ಲಿ ವೃದ್ಧರ, ರೋಗಿಗಳ ಆರೈಕೆಗೆ, ಹೆಂಗಳರು/ ಪುರುಷರು ಬೇಕಾಗಿದ್ದಾರೆ/ ಬೇಕಾಗಿದ್ದಲ್ಲಿ ಗಾಂಜಿಮಠ ಎಂಟರ್‌ಪ್ರೈಸಸ್, ಮಂಗಳೂರು-9902459242, ಉಡುಪಿ-8150030555.

ಹೋಂನರ್ಸ್ / ಮನೆಕೆಲಸಕ್ಕೆ/ ಬಾಣಂತಿ ಸಾಕಲು/ ಮಹಿಳಾ ಪುರುಷ/ ಅಭ್ಯರ್ಥಿಗಳು ಬೇಕಾದಲ್ಲಿ ಸಂಪರ್ಕಿಸಿ: ಉಷಾ ಜಾರ್‌ಲಿಂಕ್ಸ್ ಉಡುಪಿ-1. Ph: 0820-2524152, 9740071542.

ಮೂಲಿಯ ಆಮಪಾಸಿನಲ್ಲಿರುವ ಬಾರ್ & ರೆಸ್ಪೋಂಟಿವ್ ಅನುಭವವಿರುವ ಆಲ್ ರೌಂಡರ್ ಕುಕರ್, ಕಿಚನ್ ಹೆಲ್ಪರ್, ಕ್ಲಿನರ್, ಬಿಲ್ಡಿಂಗ್ (ಕಂಪ್ಯೂಟರ್ ತಿಳಿದಿರುವವರು). Ph: 9008572360, 9964140060.

ಬೇಕಾಗಿದ್ದಾರೆ: ಕ್ಲೇನರ್, ಕುಕರ್, ಹೋಟೆಲ್ ಪ್ರಹಾರಕ. Ph: 8494983233.

ಬೇಕಾಗಿದ್ದಾರೆ: ಗ್ರೌಂಡ್ ಕೌಂಟಿಯ ವಿವಿಧ ಪುಸ್ತಕಗಳಿಗೆ SSLC/ ITI/ ಇಂಜಿನಿಯರಿಂಗ್ ಛೇಟಿಯಾಗಿ: 8762702660

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ENZO
REQUIRES Marketing Executives
Required suitable marketing executive for LED light manufacturing unit @ manipal. Experience in electrical field is preferred. Salary will be the best in the industry for the right candidate.
Contact: **98802 32106 / 86189 06823**

WANTED ECONOMICS LECTURER
(Masters, with minimum of 55 percent)
Contact immediately with all necessary documents to
THE PRINCIPAL CANARA COLLEGE M. G. Road, Mangalore - 3

TRUE COPY ATTESTED
Principal
Canara College
Mangaluru - 575 003

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CANARA COLLEGE, MANGALURU

INTERVIEW FOR THE POST OF ECONOMICS LECTURER

Consolidated score sheet.

Sl. No.	Candidate Name	Content 40	Presentation 40	Language 40	Overall impression 40	Total 160
1	NISHA Y KOTIAN	26	25	29	27	107
2	RAMESH RANGAPPA	22	19	18	19	78
3	RAMYA V RAO	25	22	24	21	<u>92</u>
4	RENUKA	22	19	20	20	81
5	SAVITHA G ACHARYA	32	28	29	30	<u>119</u>
6	VIDYASHREE	25	23	22	22	92

1. Prof. Ignatius Noronha - Chairman
2. Mrs. Pushpalatha - Pushpalatha
3. Dr. Prashanth - Prashanth

Mangaluru

Date: 19-12-2017.

Name: Dr. K.V. Malini

Designation Principal

Signature Malini

Mrs. Savitha G. Acharya

is selected for the post of
Lecturer in Economics.

19/12/2017



CANARA COLLEGE

MAHATMA GANDHI ROAD MANGALURU 575 003

Ph : 0824 - 2492366(O)
Fax : 0824 - 2494325

E-mail : canacollege@yahoo.co.in
Website : www.canaracollege.com



To

Date: 20-12-2017.

The Hon.Secretary
Canara High School Association
Dongerkeri,
Mangaluru

Through

The Correspondent,
Canara College
M.G.Road
Mangaluru.

Respected Sir,

Sub: Advertisement for the post of Lecturer in Economics
in Udayavani dated 13-12-2017.

With reference to the above, I am enclosing herewith the list of Candidates invited to demonstrate a Lecture session and the marks awarded by the selection committee members.

Based on the Demonstration session **Mrs Savitha G. Acharya** is selected for the post.

The consolidated marks awarded by the selection committee members is enclosed for your kind perusal.

She may be appointed as full time lecturer in Economics from 21-12-2017.

Thanking you,

Yours Truly,

M. A. S.
Principal
Canara College
Mangaluru - 575 003

Date :20th December 2017

ORDER OF APPOINTMENT

Mrs. Savitha G Acharya, is appointed as Lecturer in Economics in Canara College, M. G. Road, Mangalore with effect from 21.12.2017 to 15-04-2018 on a Temporary basis on a consolidated remuneration of Rs.21,980/-p.m.

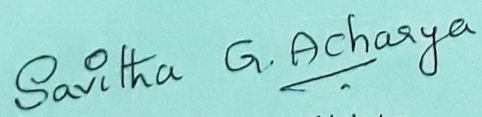

SECRETARY.

To:

1. Mrs. Savitha G Acharya,
W/o B, Pradeep Acharya,
Bollur House, Koigudde Post,
Haleyangadi,
Mangaluru -574 146.

2. The Principal,
Canara College,
M.G. Road, Kodialbail,
Mangaluru - 575 003.

I have received the original of the appointment order and I hereby accept the appointment on the terms and conditions specified in it.


Signature of the Candidate.



CANARA COLLEGE

MAHATMA GANDHI ROAD, MANGALURU - 575 003

Ph. : 0824 - 2492366(O)
Fax : 0824 - 2494325

E-mail : cnrcollege@yahoo.co.in
Website : www.canaracollege.com



To

Date: 19-06-2019.

The Hon.Secretary
Canara High School Association
Dongerkeri, Mangaluru

Through
The Correspondent,
Canara College
M.G.Road,Mangaluru.

Respected Sir,

Sub: Selection of Lecturers as per requirements submitted vide letter dated 23rd May 2019 and subsequent Advertisement for the posts in Udayavani dated 27-05-2019.

With reference to the above, I am enclosing herewith the Applications of the following candidates selected for the Post through interview on 15th and 17th June 2019.

Sl. No	Name of the Post	Candidate selected	Remarks
1	Lecturer in Botany	Mr. Manohar Acharya	Has 11 years of Teaching experience. May be considered for a higher scale of pay
2	Lecturer in Mathematics	Mrs. Poornima	-
3	Lecturer in Physics	Mr. Raveesha P M	-
4	Lecturer in Commerce and Management studies	Mr. Ashwil Karkera K	Has 10 years of Teaching experience. May be considered for a higher scale of pay
		Ms. Kavyashree K	-
		Ms. Shilpa Bhat M	-
		Mrs. Deepthi A Kamath	To be appointed in July against the Maternity leave vacancy of Mrs. Jayashree Shetty, Asst. Prof. of Commerce
5	Lecturer in Economics	Mrs. Ramya V Rao	-



CANARA COLLEGE

MAHATMA GANDHI ROAD, MANGALURU - 575 003

Ph. : 0824 - 2492366(O)
Fax : 0824 - 2494325

E-mail : cnrcollege@yahoo.co.in
Website : www.canaracollege.com



The above candidates may kindly be appointed w.e.f. 20-06-2019.

Thank you,

Yours Truly,

Principal
Canara College
Mangaluru - 575 003

Selection committee;

1. Sri. Maroor Sudhir Pai, Correspondent, Canara College, Mangalore
2. Sri. Vaman Kamath, Alt. Treasurer, CHS Association, Mangalore
3. Dr. K.V. Malini, Principal, Canara College, Mangalore
4. Heads of all the concerned departments.