



CANARA COLLEGE

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

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

E-mail : cnrcollege@yahoo.co.in

Ph. No : 0824 - 2492366

Web : www.canaracollege.com



May 28, 2019

MEETING NOTICE

Dear Sir / Madam,

Subject : Regarding Notice to Meeting of Governing Council – June 2019.

Warm Greetings from Canara College, Mangaluru!

With reference to the subject cited above, a meeting of the Governing Council is scheduled on Monday, June 03, 2019 at 3:30 PM in the College Seminar Hall. Kindly make it convenient to attend the same. Agenda of the meet is stated below herewith.

Looking forward to your presence and participation.

Thank you!

With Regards,

Dr. K. V. Malini

Principal & Member Secretary

Principal
Canara College
Mangaluru



P. S. : Meeting Agenda

1. Read and confirm the minutes of last meeting held on January 05, 2019.
2. Report on college development activities for the period January-May 2019.
3. Adoption of Revised Institutional Ideals.
4. Ratification of Evaluative Report of AAA held in April 2019.
5. Presentation and approval of Annual Quality Assurance Report (AQAR) 2018-19.
6. Ratification of reconstituted IQAC from the AY 2019-20.
7. Updates on Student Admissions for the AY 2019-20.
8. Ratify the Action Plan for the AY 2018-19
9. Ratification of the proposed Add-on / Certificate Courses for the AY 2019-20.
10. Propose Budget for the academic year 2019-20 and approval of the same.
11. Approval for Institutional Strategic Perspective Plan 2019 – 2023.
12. Improvised articulation of Institutional Policy Documents.
13. Develop Stakeholders Handbook on Code of Conduct and Professional Ethics.
14. Proposal for Registration of Alumni Association.
15. Ratification of requisition for Staff Recruitment.

P.T.O.

16. Ratification of General Guidelines formulated by the IQAC for compliance from the AY 2019-20.
17. Follow-up with the commencement of B. Com. Professional classes.
18. Progress on renovation of First Floor classrooms.
19. Installation of additional LCD Projectors and Screens.
20. Proposal for Number Plates for Lecture Halls and Name Plates for Faculty Rooms.
21. Repair of old furniture and disposal of scrap.
22. Approval for organizing University directed Inter-collegiate Fine Arts Competition.
23. Any other matter with the permission of the Chair.

Copy to :

1. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association
2. Mr. Maroor Sudhir Pai, Correspondent
3. CA M. Vaman Kamath, Alternate Treasurer, C.H.S. Association
4. Dr. Ganesh Shetty U., Staff Welfare Secretary
5. Dr. Premalatha V., IQAC Coordinator
6. Mr. Hardik P. Chauhan, IQAC Coordinator
7. Mrs. Vani U. S., Student Welfare Mentor
8. Mrs. Dejamma A., NAAC Steering Coordinator





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MEETING OF THE GOVERNING COUNCIL

Record of Attendees of the Meet

Date of the Meeting	June 03, 2019
Time of the Meeting	3:30 PM
Venue of the Meeting	College Seminar Hall

Sl. No.	Name of the Member	Designation	Signature
1.	Mr. M. Ranganath Bhat Hon. Secretary, C.H.S. Association	Chairman	
2.	Mr. Maroor Sudhir Pai Correspondent, Canara College	Member	
3.	CA M. Vaman Kamath Alternate Treasurer, C.H.S. Association	Member	
4.	Dr. Ganesh Shetty U. Staff Welfare Secretary	Member	
5.	Dr. Premalatha V. IQAC Coordinator	Member	
6.	Mr. Hardik P. Chauhan IQAC Coordinator	Member	
7.	Mrs. Vani U. S. Student Welfare Officer	Member	
8.	Dr. K. V. Malini Principal	Member Secretary Ex-Officio	
9.	Mrs. Dejamma A. NAAC Steering Coordinator	Special Invitee	

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



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Minutes of Meeting of Governing Council, June 2019

Date : Monday, June 03, 2019

Time : 3:30 PM

Venue : College Seminar Hall

A meeting of the Governing Council was convened on Monday, June 03, 2019 at 3:30 PM in the College Seminar Hall. The Honorary Secretary Mr. M. Ranganath Bhat chaired the meeting.

Agenda of the Meeting :

1. Read and confirm the minutes of last meeting held on January 05, 2019.
2. Report on college development activities for the period January-May 2019.
3. Adoption of Revised Institutional Ideals.
4. Ratification of Evaluative Report of AAA held in April 2019.
5. Presentation and approval of Annual Quality Assurance Report (AQAR) 2018-19.
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7. Updates on Student Admissions for the AY 2019-20.
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10. Propose Budget for the academic year 2019-20 and approval of the same.
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20. Proposal for Number Plates for Lecture Halls and Name Plates for Facility Rooms.
21. Repair of old furniture and disposal of scrap.
22. Approval for organizing University directed Inter-collegiate Fine Arts Competition.
23. Any other matter with the permission of the Chair.

Attendees of the Meet :

The following members were present for the meet :

1. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association
2. Mr. Maroor Sudhir Pai, Correspondent
3. CA M. Vaman Kamath, Alternate Treasurer, C.H.S. Association
4. Dr. K. V. Malini, Principal & Member Secretary
5. Dr. Premalatha V., IQAC Coordinator
6. Mr. Hardik P. Chauhan, IQAC Coordinator
7. Mrs. Vani U. S., Student Welfare Mentor
8. Dr. Ganesh Shetty U., Staff Welfare Secretary
9. Mrs. Dejjamma A., NAAC Steering Coordinator, Special Invitee

Absentees for the Meet :

---Nil---

Proceedings of the Meet :

At the outset, Principal Dr. K. V. Malini extended warm greetings of the new academic season 2019 and welcomed all the members. The business of the meeting then started, by taking each agenda for consideration.

1. Read and confirm the minutes of last meeting held on January 05, 2019 :

Staff Welfare Secretary Dr. Ganesh Shetty U., read the minutes of last meeting held on Saturday, January 05, 2019. The same were confirmed and ratified by the members. Action Taken for the same was also shared with the members.

2. Report on college development activities for the period February-May 2017 :

Student Welfare Mentor Mrs. Vani U. S., presented a report on college development activities for the period January-May 2019. The members noted the progress made and appreciated the initiatives undertaken during the said period.

3. Adoption of Revised Institutional Ideals :

As discussed and approved for the proposed need in the last meeting, the IQAC of the college in consultation with all the concerned stakeholders have taken the initiative of articulating the revised Institutional Ideals. Principal Dr. K. V. Malini read the revised Institutional Ideals. The body resolved to adopt the same and communicate it to all the stakeholders concerned. The members also directed to update the same on the Institutional Website and change the same on the display boards too.

4. Ratification of Evaluative Report of AAA held in April 2019 :

IQAC Coordinator Dr. Premalatha V., placed the Evaluative Report of Academic and Administrative Audit (AAA) undertaken by the IQAC in the month of April 2019. On its review by the members, it was ratified. Necessary directions were also given for further improvements.

5. Review and approval of Annual Quality Assurance Report (AQAR) 2018-19 :

IQAC Coordinator Mr. Hardik P. Chauhan., placed before the body the Annual Quality Assurance Report (AQAR) 2018-19. Further, he presented the Plan of action chalked out by the IQAC in the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year. The presentation also highlighted significant contributions made by IQAC during the year. On review of the AQAR, the body approved the same.

6. Ratification of reconstituted IQAC from the AY 2019-20 :

Principal Dr. K. V. Malini placed before the body the reconstituted composition of IQAC comprising of Core, Associate and Advisory Members. The same was considered and ratified by the body.

7. Updates on Student Admissions for the AY 2019-20 :

Principal Dr. K. V. Malini updated the members that the college has received optimum student admissions across all the programmes. She also said that B. Com. Professional Batch has received good response. Nearly 40 students have sought admissions for the same. Further, all the necessary arrangements are being made for the commencement of new academic year 2019-20.

8. Ratify the Action Plan for the AY 2019-20 :

IQAC Coordinator Dr. Premalatha V., placed before the members the proposed Plan of Action for the academic year 2019-20. The same was reviewed and ratified by the members.

9. Ratification of the proposed Add-on / Certificate Courses for the AY 2019-20 :

Principal Dr. K. V. Malini placed the list of Add-on / Certificate Courses proposed to offer during the AY 2019-20 by various Associations and Departments. The same were reviewed and ratified.

10. Propose Budget for the academic year 2019-20 and approval of the same :

Principal Dr. K. V. Malini giving the highlights of the proposed budget for the academic year 2019-20 placed before the members for approval. The same was considered and approved by the members.

11. Approval for Institutional Strategic Perspective Plan 2019-2023 :

Principal Dr. K. V. Malini placed the Strategic Perspective Plan of Institution for the years 2019-2023 developed by the IQAC with the involvement of all the stakeholders concerned. She also said that a copy of the same had been forwarded earlier for your kind perusal. IQAC Coordinator Mr. Hardik P. Chauhan presented the highlights of the Plan before the body. Suggestions and feedback was received. It was reviewed and approved by the members.

12. Improvised articulation of Institutional Policy Documents :

Principal Dr. K. V. Malini expressed the need for improvising the Institutional Policy Documents and develop a compendium of the same for easy reference and compliance. The same was approved by the members.

13. Develop Stakeholders Handbook on Code of Conduct and Professional Ethics :

Principal Dr. K. V. Malini expressed the need for developing Stakeholders Handbook on Code of Conduct and Professional Ethics. The same was considered and ratified by the members.

14. Proposal for Registration of Alumni Association :

Principal Dr. K. V. Malini expressed that the college has an active Alumni Association over the years. However, as per the Revised Accreditation Framework of NAAC, it mandates the HEIs to have a registered Alumni Association. Therefore, it is suggestible to consider the proposal for the same. With further discussion, the members resolved to consider the same and directed necessary follow-up in this regard.

15. Ratification of requisition for Staff Recruitment :

Principal Dr. K. V. Malini placed the requisition of staff recruitment for the vacancy arisen during the year for various posts. The same were considered and ratified. Also further process in this regard was directed.

16. Ratification of General Guidelines formulated by the IQAC for compliance from the AY 2019-20 :

Principal Dr. K. V. Malini updated the members that as a quality enhancement initiative, the IQAC has developed General Guidelines for compliance from the academic year 2019-20. The draft guidelines were placed before the members for approval. On its review, the same was ratified by members.

17. Follow-up with the commencement of B. Com. Professional classes :

As per the directions received, necessary follow-up has been undertaken from time-to-time by the Coordinators Mrs. Anasuya Bhagvath and Mrs. Vinoda V. Nayak. Hon. Secretary Mr. M. Ranganath Bhat suggested having an exclusive orientation programme for the Professional Batch aspirants before the general orientation programme. It was resolved to schedule it accordingly in the College Seminar Hall. Correspondent Mr. Maroor Sudhir Pai directed the coordinators to follow-up with the any additional arrangements to be made as per the requirements.

18. Progress on renovation of First Floor classrooms :

Reviewing the progress of renovation work, Hon. Secretary Mr. M. Ranganath Bhat updated that the work is expected to get over by June 15, 2019. However, it has been communicated to the concerned to conclude the same before the commencement of classes.

19. Installation of additional LCD Projectors and Screens :

With a view of enhancing ICT enabled facility, it was resolved to install additional LCD projectors and screens in the classrooms.

20. Proposal for Number Plates for Lecture Halls and Name Plates for Facility Rooms :

Principal Dr. K. V. Malini placed the proposal for having new Number Plates for Lecture Halls and Name Plates for Facility Rooms in place of the earlier ones which are faded and have become too old. The proposal was approved by the members.

21. Repair of old furniture and disposal of scrap :

Principal Dr. K. V. Malini expressed that the existing furniture requires some overhauling. Further, the scrap has been accumulated and is ready for the disposal. The said proposal was approved and necessary follow-up in this regard was directed by the Correspondent.

22. Approval for organizing University directed Inter-collegiate Fine Arts Competition :

As per the telephonic request received from the University for organizing Inter-collegiate Fine Arts Competitions (i.e., Events as specified by the University at our College) which is likely to be held in the month of August 2019, Principal Dr. K. V. Malini placed the proposal of the same before the members. The proposal was recommended and approved by the body.

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

The following other matters were discussed and updates were made.

- i. Principal Dr. K. V. Malini placed the Evaluative Report of Annual Performance-Based Self-Appraisal of Teaching Faculty. The same was reviewed by the members and ratified. Necessary feedback was given in this regard.
- ii. The members were updated that Annual Theme “Changing with Times” has been proposed by the IQAC to inculcate and reflect it in all our endeavors and thus contribute towards the quest for quality and excellence. The same was considered and ratified.
- iii. Professional Development and Administrative Training Programmes have been proposed to organize by the IQAC for teaching and non-teaching staff respectively. Other quality enhancement initiatives as chalked out by the IQAC were considered and ratified.
- iv. Principal Dr. K. V. Malini updated the members that from this new academic year 2019-20, Choice Based Credit System (CBCS) has been implemented by the University and the same will be adopted by the affiliated colleges. The members noted the same.

- v. The need for collaborating through functional MoUs / Linkages was placed before the members. The same was considered and ratified.
- vi. The proposal for initiating Institutional Initiated / Sponsored Projects to promote research culture was considered and ratified. It was resolved to draw appropriate guidelines for the same.
- vii. Principal Dr. K. V. Malini updated the members that as a means of solidarity, it has been collectively resolved to initiate Staff Uniforms. It will be worn on a specific day of a week and on the days of prominent occasions.
- viii. IQAC Coordinator Mr. Hardik P. Chauhan, placed the report of feedback on curriculum collected from various stakeholders. The members shared their feedback and suggestions in this regard. Also follow-up in this regard was suggested.
- ix. IQAC Coordinator Dr. Premalatha V., placed the report of the feedback collected on Student Satisfaction in view of complying the requirements of AQAR. The body reviewed and ratified the same. Necessary actions to be taken were discussed and directed to initiate the same.

The meeting concluded with the vote of thanks to the Chair.


Dr. K. V. Malini
Principal & Member Secretary
Principal
Canara College
Mangaluru




Mr. Maroor Sudhir Pai
Correspondent
Correspondent
CANARA COLLEGE
Mangaluru - 575 003

Copy to :

1. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association
2. The IQAC Coordinators
3. The File



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December 06, 2019

MEETING NOTICE

Dear Sir / Madam,

Subject : Regarding Notice to Meeting of Governing Council – December 2019.

Warm Greetings from Canara College, Mangaluru!

With reference to the subject cited above, a meeting of the Governing Council is scheduled on Saturday, December 14, 2019 at 2:30 PM in the College Seminar Hall. Kindly make it convenient to attend the same. Agenda of the meet is stated below herewith.

Looking forward to your presence and participation.

Thank you!

With Regards,

Dr. K. V. Malini

Principal & Member Secretary

Principal
Canara College
Mangaluru



P. S. : Meeting Agenda

1. Read and confirm the minutes of last meeting held on June 03, 2019.
2. Report on college development activities for the period June-December 2019.
3. Ratification of Evaluative Report of Semester-End Dry-Run held in October 2019.
4. Updates on the Action Plan for the Even Semester 2019/20.
5. Approval of Budget for the Annual Flagship Events 2020.
6. Proposal and approval for organizing University Level Conference by Dept. of Kannada.
7. Refurbishment of Seminar Hall Stage Wall.
8. Proposal for back screen in the Seminar Hall and curtains for the Office of IQAC and Examination Room.
9. Staff Appreciation Day 2020.
10. Publication and Release of Stakeholders Handbook on Code of Conduct and Professional Ethics.
11. Follow-up with the Registration of Alumni Association.
12. Requisition for Office Staff in place of Mrs. Kasturi K., First Div. Clerk.
13. Proposed timelines for IV Cycle NAAC A & A.
14. Approval for devoting extended quality time in aid of preparations for NAAC A & A.
15. Any other matter with the permission of the Chair.

P.T.O.

Copy to :

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2. Mr. Maroor Sudhir Pai, Correspondent
3. CA M. Vaman Kamath, Alternate Treasurer, C.H.S. Association
4. Dr. Ganesh Shetty U., Staff Welfare Secretary
5. Dr. Premalatha V., IQAC Coordinator
6. Mr. Hardik P. Chauhan, IQAC Coordinator
7. Mrs. Vani U. S., Student Welfare Mentor
8. Mrs. Dejamma A., NAAC Steering Coordinator



Channarayana College
Mangalore



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MEETING OF THE GOVERNING COUNCIL

Record of Attendees of the Meet

Date of the Meeting	December 14, 2019
Time of the Meeting	2:30 PM
Venue of the Meeting	College Seminar Hall

Sl. No.	Name of the Member	Designation	Signature
1.	Mr. M. Ranganath Bhat Hon. Secretary, C.H.S. Association	Chairman	ABSENT
2.	Mr. Maroor Sudhir Pai Correspondent, Canara College	Member	<i>Mr. Pa.</i>
3.	CA M. Vaman Kamath Alternate Treasurer, C.H.S. Association	Member	<i>mukamath</i>
4.	Dr. Ganesh Shetty U. Staff Welfare Secretary	Member	<i>G. Shetty</i>
5.	Dr. Premalatha V. IQAC Coordinator	Member	<i>Premalatha V.</i>
6.	Mr. Hardik P. Chauhan IQAC Coordinator	Member	<i>HP Chauhan</i>
7.	Mrs. Vani U. S. Student Welfare Officer	Member	<i>vani</i>
8.	Dr. K. V. Malini Principal	Member Secretary Ex-Officio	<i>malini</i>
9.	Mrs. Dejamma A. NAAC Steering Coordinator	Special Invitee	<i>Dejamma</i>

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



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Minutes of Meeting of Governing Council, December 2019

Date : Saturday, December 14, 2019

Time : 2:30 PM

Venue : College Seminar Hall

A meeting of the Governing Council was convened on Saturday, December 14, 2019 at 2:30 PM in the College Seminar Hall. The Correspondent Mr. Maroor Sudhir Pai chaired the meeting.

Agenda of the Meeting :

1. Read and confirm the minutes of last meeting held on June 03, 2019.
2. Report on college development activities for the period June-December 2019.
3. Ratification of Evaluative Report of Semester-End Dry-Run held in October 2019.
4. Updates on the Action Plan for the Even Semester 2019/20.
5. Approval of Budget for the Annual Flagship Events 2020.
6. Proposal and approval for organizing University Level Conference by Dept. of Kannada.
7. Refurbishment of Seminar Hall Stage Wall.
8. Proposal for back screen in the Seminar Hall and curtains for the Office of IQAC and Examination Room.
9. Staff Appreciation Day 2020.
10. Publication and Release of Stakeholders Handbook on Code of Conduct and Professional Ethics.
11. Follow-up with the Registration of Alumni Association.
12. Requisition for Office Staff in place of Mrs. Kasturi K., First Div. Clerk.
13. Proposed timelines for IV Cycle NAAC A & A.
14. Approval for devoting extended quality time in aid of preparations for NAAC A & A.
15. 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
2. CA M. Vaman Kamath, Alternate Treasurer, C.H.S. Association
3. Dr. K. V. Malini, Principal & Member Secretary
4. Dr. Premalatha V., IQAC Coordinator
5. Mr. Hardik P. Chauhan, IQAC Coordinator
6. Mrs. Vani U. S., Student Welfare Mentor
7. Dr. Ganesh Shetty U., Staff Welfare Secretary
8. Mrs. Dejamma A., NAAC Steering Coordinator, Special Invitee

Absentees for the Meet :

1. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association (Absence with information)

Proceedings of the Meet :

At the outset, Principal Dr. K. V. Malini welcomed all the members. The business of the meeting then started, by taking each agenda for consideration.

1. Read and confirm the minutes of last meeting held on June 03, 2019 :

Staff Welfare Secretary Dr. Ganesh Shetty U., read the minutes of last meeting held on Monday, June 03, 2019. The same were confirmed and ratified by the members. Action Taken for the same was also shared with the members.

2. Report on college development activities for the period June-December 2019 :

IQAC Coordinator Dr. Premalatha V., presented a brief report on college development activities for the period June-December 2019. The members noted the developments and appreciated for the initiatives undertaken during the said period.

3. Ratification of Evaluative Report of Semester-End Dry-Run held in October 2019 :

IQAC Coordinator Mr. Hardik P. Chauhan placed the Evaluative Report of Semester-end Dry-Run that was held in October 2019, undertaken by the IQAC as a quality assurance initiative. The body reviewed the same and appreciated for the initiative undertaken. Suggestions for improvements were shared by the members and the report was ratified.

4. Updates on the Action Plan for the Even Semester 2019/20 :

Student Welfare Officer Mrs. Vani U. S., updated the members on the Plan of Action chalked out for the even semester 2019/20. The same was noted by the members.

5. Approval of Budget for the Annual Flagship Events 2020 :

Principal Dr. K. V. Malini updated the members about the schedule of annual flagship events of the college.

Sl. No.	Events / Competitions	Date
1.	Annual Sports and Athletic Meet 2020	January 04, 2020
2.	CANFEST 2020 : Two-day National Level Inter-collegiate Commerce & Management and Science & IT Fest	January 13 & 14, 2020
3.	SRUJANA 2020 : One-day University Level Inter-collegiate NSS Fest	January 16, 2020
4.	Variety Entertainment Competitions 2020	January 17, 2020
5.	Union Day and College Day Celebrations 2020	January 18, 2020

The budget for the annual flagship events was placed before the body. On review, the members ratified the same.

6. Proposal and approval for organizing University Level Conference by Dept. of Kannada :

Principal Dr. K. V. Malini placed the proposal of the Dept. of Kannada for organizing One-day University Level Conference on the theme “ಮಂಗಳಮುಖಿಯರ ಬದುಕು-ಬವಣೆ - ಒಂದು ಸಾಮಾಜಿಕ

ಕಳಕಳಿ ಮತ್ತು ದೃಷ್ಟಿಕೋನ” proposed to be held on January 03, 2020 at Sudheendra Auditorium, C.H.S. Campus, Dongerkery, Mangaluru. This initiative is proposed to be organized in collaboration with Karavali Lekhakiyara mattu Vachakiyara Sangha and Parivartana Charitable Trust, Mangaluru. Moreover, our Hon’ble District Collector and Commissioner of Police are likely to join this programme. Appreciating the initiative of the Department, it was resolved to consider the same and the proposal was approved by the members.

7. Refurbishment of Seminar Hall Stage Wall :

Principal Dr. K. V. Malini expressed the need for refurbishing the Seminar Hall stage wall as it has

become unrepresentable. It was resolved to refurbish the same and approval for the same was granted.

8. Proposal for back screen in the Seminar Hall and curtains for the Office of IQAC and Examination Room :

Principal Dr. K. V. Malini placed the proposal for a permanent back screen in the Seminar Hall and curtains for the Office of IQAC and Examination Control Room. The proposal was considered and approved.

9. Staff Appreciation Day 2020 :

Under the quality enhancement initiative of the IQAC and also as an initiative to promote Human Values and Professional Ethics, it was proposed to have Staff Appreciation Day 2020 in the month of February. Through this initiative it was also proposed to present the "Staff Excellence Award" annually to appreciate and recognize the staff members who have demonstrated outstanding achievements through their vital contributions for greater success of the self and to the college community at large. Principal Dr. K. Malini placed the guidelines framed for the same by the IQAC for consideration. On review, the body appreciated the proposal and granted approval for the same.

10. Publication and Release of Stakeholders Handbook on Code of Conduct and Professional Ethics :

As resolved in the last meeting, Principal Dr. K. V. Malini updated the members that the IQAC has developed the Stakeholders Handbook on Code of Conduct and Professional Ethics. A draft copy of the same was placed before the body. On its review, it was resolved to consider for its publication. Further, it was proposed to release the same on the occasion of Staff Appreciation Day 2020. The same was ratified by the members.

11. Follow-up with the Registration of Alumni Association :

As discussed and resolved in the last meeting to consider the Registration of Alumni Association, Principal Dr. K. V. Malini updated the members that a meet of the IQAC with the Office Bearers of Alumni Association in this regard was held on Sunday, September 15, 2019. Although it was assured by them, but the process is not complied with so far. To that effect, Principal expressed the very need to follow it up at the earliest.

12. Requisition for Office Staff in place of Mrs. Kasturi K., First Div. Clerk :

Principal Dr. K. V. Malini informed the members that the Administrative Staff Mrs. Kasturi K., First Div. Clerk will be retiring from the service on February 29, 2020. In connection with this, a requisition for office staff was placed before the members. To this effect, the members suggested to undertake work audit and decide accordingly. Further, Correspondent Mr. Maroor Sudhir Pai directed the Principal to furnish the details of existing workload of each office staff. The same shall be reviewed and considered accordingly.

13. Proposed timelines for IV Cycle NAAC A & A :

Principal Dr. K. V. Malini informed the members that the validity of our Third Cycle NAAC Accreditation will cease from March 29, 2021 and the subsequent cycle of reaccreditation process will be due thereon. In this regard, Principal informed that the IQAC has prepared the proposed timelines in connection with the preparations for the IV Cycle NAAC A & A. The same was placed before the members for consideration. On its review, it was approved by the body. Directions were given to work in line with the proposed timelines.

14. Approval for devoting extended quality time in aid of preparations for NAAC A & A :

Considering the quantum of tasks to be geared-up and keeping ourselves at pace with the available time to prepare for Fourth Cycle NAAC Reaccreditation process, it is expected to work on priority and devote extended quality time for the same. In this direction, it was proposed that the staff members along with your routine schedule of work shall devote exclusive time for NAAC preparations every day from 4:00 to 5:00 PM from January 2020 onwards after the completion of annual flagship events of the college. Understanding the same, the body approved the felt need and extension of work timings from 4:30 – 5:00 PM was considered.

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

There was no other matter to discuss.

Correspondent Mr. Maroor Sudhir Pai taking note of the progress, he appreciated the initiatives undertaken by the college to sustain and develop quality through wide range of activities.

The meeting concluded with the vote of thanks to the Chair.

Dr. K. V. Malini
Principal & Member Secretary
Principal
Canara College
Mangaluru



Mr. Maroor Sudhir Pai
Correspondent
Correspondent
CANARA COLLEGE
Mangaluru - 575 003

Copy to :

1. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association
2. The IQAC Coordinators
3. The File



CANARA COLLEGE

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

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



E-mail : cnrcollege@yahoo.co.in

Ph. No : 0824 - 2492366

Web : www.canaracollege.com

May 05, 2020

MEETING NOTICE

Dear Sir / Madam,

Subject : Regarding Notice to Meeting of Governing Council – May 2020.

Warm Greetings from Canara College, Mangaluru!

With reference to the subject cited above, a meeting of the Governing Council is scheduled on Friday, May 08, 2020 at 10:00 AM in the College Seminar Hall. Kindly make it convenient to attend the same. Agenda of the meet is stated below herewith.

Looking forward to your presence and participation.

Thank you!

With Regards,

Dr. K. V. Malini

Principal & Member Secretary

Principal
Canara College
Mangaluru



P. S. : Meeting Agenda

1. Read and confirm the minutes of last meeting held on December 14, 2019.
2. Report on college development activities for the period December-April 2019-20.
3. Expression of gratitude to the Management.
4. Strategic Planning and preparedness for Admissions 2020-21.
5. Proposal for Point of Sale (PoS) Machine for Fee collection.
6. Apportionment of additional responsibilities among the existing Office Staff.
7. Gear-up with the Registration of Alumni Association.
8. Ensuring cost-cutting measures in view of COVID-19.
9. Facelift and upgradation of College Canteen.
10. Forward of List of Proposals and follow-up of the same.
11. Repair of old furniture and disposal of scrap.
12. Revision of PBAS Proformas.
13. Budget allocation for ensuing IV Cycle NAAC A & A.
14. Updates on the status of preparations for IV Cycle NAAC A & A.
15. Plan for the conduct of AAA and Mock Visit.
16. Any other matter with the permission of the Chair.

P.T.O.

Copy to :

1. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association
2. Mr. Maroor Sudhir Pai, Correspondent
3. CA M. Vaman Kamath, Alternate Treasurer, C.H.S. Association
4. Dr. Ganesh Shetty U., Staff Welfare Secretary
5. Dr. Premalatha V., IQAC Coordinator
6. Mr. Hardik P. Chauhan, IQAC Coordinator
7. Mrs. Vani U. S., Student Welfare Mentor
8. Mrs. Dejjamma A., NAAC Steering Coordinator





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MEETING OF THE GOVERNING COUNCIL

Record of Attendees of the Meet

Date of the Meeting	May 08, 2020
Time of the Meeting	10:00 AM
Venue of the Meeting	College Seminar Hall

Sl. No.	Name of the Member	Designation	Signature
1.	Mr. M. Ranganath Bhat Hon. Secretary, C.H.S. Association	Chairman	
2.	Mr. Maroor Sudhir Pai Correspondent, Canara College	Member	
3.	CA M. Vaman Kamath Alternate Treasurer, C.H.S. Association	Member	
4.	Dr. Ganesh Shetty U. Staff Welfare Secretary	Member	
5.	Dr. Premalatha V. IQAC Coordinator	Member	
6.	Mr. Hardik P. Chauhan IQAC Coordinator	Member	
7.	Mrs. Vani U. S. Student Welfare Officer	Member	
8.	Dr. K. V. Malini Principal	Member Secretary Ex-Officio	
9.	Mrs. Dejamma A. NAAC Steering Coordinator	Special Invitee	

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



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Minutes of Meeting of Governing Council, May 2020

Date : Friday, May 08, 2020

Time : 10:00 AM

Venue : College Seminar Hall

A meeting of the Governing Council was convened on Friday, May 08, 2020 at 10:00 AM in the College Seminar Hall. The Honorary Secretary Mr. M. Ranganath Bhat chaired the meeting.

Agenda of the Meeting :

1. Read and confirm the minutes of last meeting held on December 14, 2019.
2. Report on college development activities for the period December-April 2019-20.
3. Expression of gratitude to the Management.
4. Strategic Planning and preparedness for Admissions 2020-21.
5. Proposal for Point of Sale (PoS) Machine for Fee collection.
6. Apportionment of additional responsibilities among the existing Office Staff.
7. Gear-up with the Registration of Alumni Association.
8. Ensuring cost-cutting measures in view of COVID-19.
9. Facelift and upgradation of College Canteen.
10. Forward of List of Proposals and follow-up of the same.
11. Repair of old furniture and disposal of scrap.
12. Revision of PBAS Proformas.
13. Budget allocation for ensuing IV Cycle NAAC A & A.
14. Updates on the status of preparations for IV Cycle NAAC A & A.
15. Plan for the conduct of AAA and Mock Visit.
16. Any other matter with the permission of the Chair.

Attendees of the Meet :

The following members were present for the meet :

1. Mr. M. Ranganath Bhat, Hon. Secretary, C.H.S. Association
2. Mr. Maroor Sudhir Pai, Correspondent
3. CA M. Vaman Kamath, Alternate Treasurer, C.H.S. Association
4. Dr. K. V. Malini, Principal & Member Secretary
5. Dr. Premalatha V., IQAC Coordinator
6. Mr. Hardik P. Chauhan, IQAC Coordinator
7. Mrs. Vani U. S., Student Welfare Mentor
8. Mrs. Dejjamma A., NAAC Steering Coordinator, Special Invitee

Absentees for the Meet :

1. Dr. Ganesh Shetty U., Staff Welfare Secretary (Absence with permission)

Proceedings of the Meet :

At the outset, Principal Dr. K. V. Malini welcoming the members said – “We all are facing a global pandemic crisis of COVID-19, one which is novel, spreading human suffering, infecting the entire economy and upending people’s lives. Amidst such an unprecedented situation, it is very obvious that the normal rules and functioning will no longer hold good. We cannot resort to the usual tools in such

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

1. Read and confirm the minutes of last meeting held on December 14, 2019 :

IQAC Coordinator Mr. Hardik P. Chauhan read the minutes of last meeting held on Saturday, December 14, 2019. The same were confirmed and ratified by the members. Action Taken for the same was also shared with the members.

2. Report on college development activities for the period December-April 2019-20 :

Student Welfare Mentor Mrs. Vani U. S., presented a report on college development activities for the period December 2019 - April 2020. The members noted the same and appreciated the initiatives undertaken during the said period.

3. Expression of gratitude to the Management :

On behalf of all the staff members both teaching and non-teaching, Principal Dr. K. V. Malini expressed the words of gratitude to the Management for sanctioning their salary during the lockdown times. It is with great regard the staff is highly thankful to our exemplary Management for rising to the challenge in these unprecedented times.

In response to the above, the Hon. Secretary Mr. M. Ranganath Bhat replied that – “This is CANARA and we are one big family. We take care of our family. This has always been our philosophy...!”

4. Strategic Planning and preparedness for Admissions 2020-21 :

In consideration of the prevalent situation of COVID-19 pandemic, the Hon. Secretary and the Correspondent called upon the need for strategically planning the Admissions for the ensuing academic year 2020-21. In this regard discussions were held at length and necessary directives were issued to the Principal. Further, it was resolved to :

- i. Follow-up and make all necessary pre-preparations pertaining to the admission process.
- ii. Formulate Standard Operating Procedures (SoP) in line with our Admission Policy to ensure smooth conduct of the process.
- iii. Make ‘Provisional’ Admissions only as the results of qualifying exams are not yet announced.
- iv. Consider University guidelines and directives in this regard.
- v. Evolve only skeleton staff in the process and others on rotation basis.

5. Proposal for Point of Sale (PoS) Machine for Fee collection :

With a view to evolve precautionary measure while transacting cash receipts, a proposal for having Point of Sale (PoS) Machine was placed before the members. Considering the same, it was approved by the members.

6. Apportionment of additional responsibilities among the existing Office Staff :

As per the resolution of the last meeting in connection with requisition for office staff in place of Mrs. Kasturi K., First Div. Clerk who has retired from the service on attaining superannuation on February 29, 2020; the body reviewed the individual workload of each office staff. It was found that in certain months some of the office staff hardly has anything to do in their respective sections. To this effect the body resolved to apportion additional responsibilities amongst the existing staff along with their existing workload. Further, Correspondent Mr. Maroor Sudhir Pai directed the Principal to issue an official communication to the concerned in this regard.

7. Gear-up with the Registration of Alumni Association :

Principal Dr. K. V. Malini expressed before the body that despite of frequent follow-up reminders, yet the registration process of Alumni Association has not been possible. Further, it was supposed to be followed-up in the month of March 2020, but due to the untimely outbreak of lockdown, it was not possible. However, once the situation resumes to the normal, it is advisable to gear-up with the same without causing further delay. In response to the concern, the body resolved to consider it as the priority and assured to follow it up at the very earliest.

8. Ensuring cost-cutting measures in view of COVID-19 :

Considering the prevalent difficult situation of uncertainty caused by COVID-19 crisis, the Hon. Secretary Mr. M. Ranganath Bhat called upon the institution to ensure cost-cutting measures wherever possible. This is with a much needed decision in order not to add on the unnecessary financial implications.

9. Facelift and upgradation of College Canteen :

Principal Dr. K. V. Malini placed the need for a facelift and upgradation of College Canteen. In response to the proposal, the body resolved to work on the priority basis due to the prevalent situation of uncertainty and need for judicious application of funds. However, it was assured that timely needful will be done in this regard.

10. Forward of List of Proposals and follow-up of the same :

Principal Dr. K. V. Malini placed a list of proposals that calls for a need to follow-up. The body reviewed the proposal and it was resolved that the list will be considered on priority basis. The one with the immediate requirement will be taken care by the commencement of the classes for the academic year 2020-21.

11. Repair of old furniture and disposal of scrap :

Principal Dr. K. V. Malini placed the need for undertaking repair work of old furniture. The proposal was considered and approved by the members. Further, the scrap has been accumulated and is ready for the disposal. The said proposal was approved and necessary follow-up in this regard was directed by the Correspondent.

12. Revision of PBAS Proformas :

Principal Dr. K. V. Malini shared with the members that the IQAC has developed a clear and more comprehensive revised proforma of Annual Performance-Based Self-Appraisal Form for teaching faculty. Further, an appropriate proforma of the same has been developed for the Non-teaching staff as well. IQAC Coordinator Dr. Premalatha V., placed the same before the members for ratification. The members reviewed the proformas and ratified the same. The members commended the initiative undertaken for its formulation.

13. Budget allocation for ensuing IV Cycle NAAC A & A :

As we approach near to the fore coming IV Cycle of NAAC A & A that will be due in the year 2021, Principal Dr. K. V. Malini expressed the need for special budgeting in connection to accomplish the same. The body noted the same and directed to prepare the budget considering all the necessary requirements to be met.

14. Updates on the status of preparations for IV Cycle NAAC A & A :

NAAC Steering Coordinator Mrs. Dejamma A., updated the members about the follow-up initiatives undertaken during the year in aid towards the preparation for the upcoming Cycle of

NAAC A & A. Further, she said that although much is accomplished, yet much more needs to be geared-up and it is been collectively followed-up under the able directions of the Internal Quality Assurance Cell (IQAC) from time-to-time.

15. Plan for the conduct of AAA and Mock Visit :

As a quality assurance initiative of the Institution and also in aid of our preparations for the upcoming cycle of NAAC A & A, a proposal for evolving Academic and Administrative Audit (AAA) cum Mock Visit was placed before the members. The members ratified the same and directed to plan it accordingly considering the prevalent situation.

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

The following other matters were discussed and updates were made.

- i. Principal Dr. K. Malini updated that the Officials of Principal Accountant General (G&SSA) visited the College for the purpose of Audit during the month of January 2020. The compliance Report was placed before the members and discussed. Necessary directions were given by the members in this regard.
- ii. The proposal forwarded earlier for setting-up Mathematics Laboratory with Computers for practical sessions (B. Sc. Programme) has been approved by the body. The same will set-up before the commencement of the classes of the ensuing academic year.
- iii. The members were updated that Annual Theme "Together we can and we will" has been proposed by the IQAC to inculcate and reflect it in all our endeavors and thus contribute towards the quest for quality and excellence. The same was considered and ratified.
- iv. IQAC Coordinator Mr. Hardik P. Chauhan, placed the report of feedback on curriculum collected from various stakeholders. The members shared their feedback and suggestions in this regard. As Action Taken for the same, it was suggested to communicate the same to the appropriate Bodies for needful consideration.

The meeting concluded with the vote of thanks to the Chair.


Dr. K. V. Malini

Principal & Member Secretary

Principal
Canara College
Mangaluru





Mr. Maroor Sudhir Pai
Correspondent

Correspondent
CANARA COLLEGE
Mangaluru - 575 003

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