



CANARA COLLEGE

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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Plan of Action towards Quality Enhancement and Action Taken for the Academic Year 2019-20

IQAC is pleased to share its Plan of Action towards quality enhancement and the Outcomes Achieved by the end of the Academic Year 2019-20.

Sl. No.	Plan of Action	Action Taken / Achievements / Outcomes
1.	Assignment of Academic and Administrative responsibilities to the staff for the AY 2019-20	Academic and Administrative responsibilities for the AY 2019-20 were assigned to the staff for smooth functioning of the Institution.
2.	Adoption of Revised Institutional Ideals and communication / dissemination of the same to the Stakeholders concerned	Revised Institutional Ideals has been adopted and communicated / disseminated the same to the stakeholders through Institutional Website, Display Boards, Prospectus, Student Handbook and Calendar, Orientation Programmes, Meetings, etc...
3.	Preparation of Institutional Academic Calendar 2019-20	Considering the University Academic Calendar, the Institutional Academic Calendar was prepared.
4.	Coordination in the preparation of Departmental Calendar in sync with the Institutional Academic Calendar	Coordination was extended to all the departments towards the preparation of Departmental Calendar in sync with the Institutional Academic Calendar.
5.	Reconstitution and restructuring of the composition of IQAC	The composition of IQAC has been reconstituted and restructured comprising of Core, Associate and Advisory Members.
6.	Collection of Students feedback on Institutional Performance i.e., Student Satisfaction Survey (SSS) at the Institutional level as a compliance to AQAR 2019-20	<ul style="list-style-type: none">• Student Satisfaction Survey (SSS) as a compliance to AQAR 2019-20 was initiated at the Institutional level by administering a structured questionnaire through Google Form.• The responses received from the students were analyzed and a report for the same has been prepared and web link of the same has been provided for AQAR.
7.	Preparation and Review of AQAR 2018-19	<ul style="list-style-type: none">• The Criterion Heads coordinated in timely collecting the inputs for preparing AQAR 2018-19.• IQAC meeting to review the AQAR was

		<p>held on June 08, 2019.</p> <ul style="list-style-type: none"> On review of the criterion-wise inputs, necessary feedback for improvements was suggested.
8.	Presentation and placing of AQAR 2018-19 before the members in the Advisory Meet of the IQAC	<ul style="list-style-type: none"> The reviewed AQAR 2018-19 was presented by respective Criterion Heads and placed before the members in the Advisory Meet of the IQAC held on June 10, 2019. Suggestions by the Advisory Members for the same were considered.
9.	Timely online submission of AQAR 2018-19 to NAAC	AQAR 2018-19 was timely submitted through online to NAAC on June 30, 2019.
10.	Propose Annual Theme for the academic year and reflect the same in all the endeavors	Annual Theme "Changing with Times" was chosen to inculcate and reflect it in all our endeavors and thus contribute towards the quest for quality and excellence.
11.	Review of Performance-Based Self-Appraisal Report of the Faculty and communication of performance outcome	<ul style="list-style-type: none"> Performance-Based Self-Appraisal of the Faculty for the AY 2018-19 was reviewed. Appraisal Report has been prepared. Feedback on the performance outcome was shared individually with each faculty by the Principal.
12.	Make adequate financial provisions and prepare Annual Budget for the AY 2019-20	Financial provisions and Annual Budget for the AY 2019-20 was prepared.
13.	Improvement of infrastructural facilities	First Floor classrooms have been renovated.
14.	Enhancement of ICT enabled tools and facility	The number of classrooms equipped with overhead projector and LCD Screen has been increased.
15.	Encourage teachers to use ICT enabled tools for effective teaching-learning process	<ul style="list-style-type: none"> Teachers have been encouraged to use ICT enabled tools for effective teaching-learning process. Almost all the teachers have developed and shared e-contents using ICT enabled tools for making teaching-learning process more effective.
16.	Introduction of Academic-cum-Professional programme embedded with Coaching for Professional Courses	<ul style="list-style-type: none"> B.Com. Professional Batch embedded with Coaching for CA and CS has been introduced from the AY 2019-20. 07 students of this batch successfully cleared their CA Foundation Examinations in the first attempt.
17.	Adopt and implement Choice Based Credit System (CBCS)	Choice Based Credit System (CBCS) and elective courses across all disciplines have been adopted and implemented.

18.	Elicit proper understanding of Choice Based Credit System (CBCS) and ensure its effective implementation	<ul style="list-style-type: none"> • Almost all the teachers have attended workshops and seminars on Choice Based Credit System (CBCS). • Teachers have also attended the syllabus revision workshops on CBCS in their respective programmes / courses.
19.	Introduction of Staff Uniform	<ul style="list-style-type: none"> • As an initiative towards solidarity, staff uniform has been initiated. • It is worn on every Saturday and on the prominent days as directed by the Principal.
20.	Principal's Orientation at the commencement of the Academic Year 2019-20	<ul style="list-style-type: none"> • Principal's Orientation to the Faculty members at the commencement of the academic year was organized on June 18, 2020. • It aimed at welcoming the faculty members to the new academic year, acquainting with the Institutional code of conduct and thereby setting a right tone for smooth functioning through boosting their morale and building vivid hopes and aspirations for the year ahead.
21.	Organization of Capacity Building cum Professional Development programmes for teaching staff	<p>Capacity Building cum Professional Development programmes for teaching staff has been organized.</p> <ul style="list-style-type: none"> • Motivational Workshop on "Strive for Excellence : Teacher Reinvent Yourself" for the Teaching Faculty of the College by Prof. Gerard D' Souza, was organized on June 18, 2019. • Seminar on "Pension for Better Tomorrow" by Mr. Mohammed Ershad and Mr. B. Damodar Baliga was organized on September 13, 2019. • Spiritual Discourse on "Values and Ethics in Profession : From Effectiveness to Greatness" by Pujya Sri Sharad Vihari Dasa, was organized for all the staff members on February 29, 2020.
22.	Organization of Administrative Training Programmes for Non-teaching staff	<p>Administrative Training Programmes for Non-teaching staff has been organized.</p> <ul style="list-style-type: none"> • Efficiency Enhancement Workshop on "Building Capacity, Enhancing Efficiency and Accomplishing Effectiveness" by Prof. Dr. Sudhir Raj K., was organized on June 17, 2019. • Motivational Workshop on "Professional

		Values, Ethics and Interpersonal Relationship in Work Quality and Service Delivery” by Prof. Dr. Amitabh Anand, was organized on July 11, 2019.
23.	Formulation of directives for better clarity, smooth functioning and instilling quality	<ul style="list-style-type: none"> • Timely formulated appropriate directives for ushering better clarity, parity and quality in performing the task concerned. • In this regard, comprehensive Guidelines with instructions to the staff members for its compliance have been developed and issued at the commencement of the AY 2019-20.
24.	Development of standard proformas for internal submissions	Developed various standard proformas for internal use pertaining to academic and administrative purposes.
25.	Ensure proper planning and execution of Departmental and CC / EC activities	<ul style="list-style-type: none"> • Yearly and Monthly Plan of Action have been submitted by all the Departments and CC / EC Associations. • The same was periodically reviewed enabling timely execution of the events as per the plan.
26.	Organize Institutional Orientation and Induction Programme to first year U.G. and P.G. Students	<ul style="list-style-type: none"> • Institutional Orientation Programme was held on June 19, 2019 at T. V. Raman Pai Convention Hall, Mangaluru, to formally induct the students about the institute, its code of conduct and general compliance. • Orientation Programme for first year M.Com. students was held on August 01, 2019 in the College Seminar Hall.
27.	Programme-wise Departmental Induction to first year U.G. students	Programme-wise Departmental Orientation was held on June 20, 2019 by the respective Academic Class Mentors in the classrooms to give more insights to the students about the programme, courses of study, examination, learning objectives and outcomes, graduate attributes, etc...
28.	Co-Curricular and Extra-Curricular Induction and Induction by Library & Information Centre	<ul style="list-style-type: none"> • Class-wise CC / EC Induction was undertaken by respective conveners of the Association from June 24, 20219 as per stipulated schedule. • This enabled the students to seek appropriate information about each CC / EC Associations and thereby opt according to their choice.
29.	Conduction of Bridge Course and Refreshing	Pogramme-wise Bridge Course for all the

	Exercise	first year students and Refreshing Exercise for second and third year U.G. students have been conducted at the commencement of the academic year by the respective faculty members.
30.	State Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs), Course Outcomes (COs) and Graduate Attributes (GAs) across the programmes	<ul style="list-style-type: none"> • PEOs, POs, PSOs, COs, and GAs have been clearly stated across all the programmes • Both the teachers and students are acquainted with the same. • It is also available on the Institutional Website.
31.	Strengthen learner-centric methodologies in teaching-learning process	<ul style="list-style-type: none"> • Experiential learning through project work / field work / internships has been encouraged and undertaken. • Participative and Problem-solving methods are further strengthened to enrich the learning experiences of the students.
32.	Organization of Seminars / Conferences / Workshops	<ul style="list-style-type: none"> • “ಮಂಗಳಮುಖಿಯರ ಬದುಕು, ಬವಣೆ - ಒಂದು ಸಾಮಾಜಿಕ ಕಳಕಳಿ ಮತ್ತು ದೃಷ್ಟಿಕೋನ” – A One-day University Level Conference has been organized by Dept. of Kannada, and IQAC on January 03, 2020. • संस्कृतस्य पुनरनुसन्धानम् : प्राचीनभारतीया दृष्टिः २१ तमशताब्द्यां तस्याः वैश्विकप्रासङ्गिकता च” SAMVARDHANAM – One-day National Level Sanskrit Conference has been organized by Dept. of Sanskrit and IQAC on February 24, 2020. • “Business Ethics and Corporate Social Responsibility – A Global Perspective”, One-day University Level Seminar has been organized by Dept. of Commerce on February 22, 2020. • “Intellectual Property Rights” – A State Level Seminar has been organized by IPR Cell on July 30, 2019. • “Copyrights in Business of Film Industry” A State Level Seminar has been organized by IPR Cell on August 29, 2019. • A Power Seminar on “Nurturing the Graduates for Industry Readiness” was organized through ICT Academy initiative on October 18, 2019.

33.	Organization of Special Talks / Invited Lectures / Awareness Programmes	Reasonably good number of Special Talks / Invited Lectures and Awareness Programmes by experts in the domain has been organized.
34.	Modification and timely updating of Institutional Website	<ul style="list-style-type: none"> • Role of Web Administrator has been created and is entrusted with its related responsibilities. • Necessary modifications have been made in the college website as per the requirement. • The website is continuously updated from time-to-time.
35.	Development of comprehensive quantitative technique in the selection and screening process of the office bearers of Student Welfare Council	<p>Comprehensive yet appropriate quantitative parameters were involved in screening and selection process of the office bearers of Student Welfare Council.</p> <p>This technique has ushered in more transparency, unbiased and clarity in the selection process.</p>
36.	Initiate reforms in the conduct of Internal Assessment Examinations	<p>Necessary reforms in the conduct of Internal Assessment Examinations have been initiated.</p> <ul style="list-style-type: none"> • Answer Scripts have been designed in the format of University Examination. • Standard Proforma for the Question Paper and its Pattern have been formulated with the implementation CBCS.
37.	Introduce wide-range of Add-on / Certificate / Value-Added Courses	<ul style="list-style-type: none"> • Wide-range of Add-on / Certificate Courses focusing on employability and skill development and Value-Added Courses imparting transferable, generic and life skills have been offered to enable academic flexibility. • 11 such courses have been offered during the year.
38.	Strengthen social initiatives through Extension Activities and Community Outreach Programmes	<ul style="list-style-type: none"> • Almost every Department and CC / EC Associations have taken an initiative to undertake Extension / Community Outreach Programmes. • A wide range of social initiatives and need-based extension programmes have been carried out in the neighborhood community and also at the adopted village – Kodman.
39.	Strengthen Student-Support Services	<ul style="list-style-type: none"> • Adequate initiatives have been undertaken to strengthen student-support

		<p>services.</p> <ul style="list-style-type: none"> • Students' E-Attendance Monitoring System continues to function. • Student Mentoring and Counseling initiatives are further strengthened. • Continued assistance has been extended for benefitting students through Scholarships.
40.	Strengthen Alumni engagement	<ul style="list-style-type: none"> • Adequate initiatives have been undertaken to strengthen alumni engagement with the institute. • Distinguished Alumni have been invited as guests on prominent occasions. • Alumni holding key positions are invited to deliver special lecture, motivate and interact with students. • A Meet of the IQAC with the Office Bearers of Alumni Association was convened on September 15, 2019 to speed-up the process of registering the Association. • Annual Alumni Day was held on January 19, 2020.
41.	Strengthen Parent-Teachers Association	<ul style="list-style-type: none"> • Initiatives have been undertaken to strengthen Parent-Teachers Association. • Class-wise Parent Teachers Meet have been continued to function. • Two parents from each class have been nominated to the PTA Advisory Committee. • Meeting of the Parent Teachers' Association Advisory Committee was convened on November 11, 2019. • Office Bearers and Executive Members were unanimously selected for the year.
42.	Convene regular meetings of the IQAC	<ul style="list-style-type: none"> • Monthly Meet of the IQAC Associate Members is held regularly and minutes of the same is documented and available on the institutional website. • Advisory Meetings of the IQAC have been convened on June 10, 2019 and December 18, 2019. • Further, need-based meetings with academic and administrative departments, welfare committees have been called upon to discuss on various

		issues and concerns.
43.	Collaborate through functional MoUs / Linkages and Exchange Programmes	<ul style="list-style-type: none"> • Adequate initiatives have been undertaken to seek collaboration through functional MoUs and Linkages with Professional Bodies / Organizations / Institutions. • 11 MoUs have been exchanged during the year (including for the conduct of Add-on / Certificate Courses) and relevant activities under the same are undertaken. • Initiatives have been undertaken by way of collaboration through Linkages with Institutions / Organizations / Industries for Internships, Academic and Co-curricular Programmes, etc. • However, Exchange Programmes are yet to be explored.
44.	Promote and encourage to contribute content writing to Wikipedia	<ul style="list-style-type: none"> • Various programmes both in-house and also through external participation has been undertaken under the MoU signed with Karavali Wikimedians, Mangaluru. • Both interested students and faculty of Institute have participated in the same and have contributed articles / content writing.
45.	Initiate Semester-end Dry-Run and Year-end Academic and Administrative Audit (AAA)	<ul style="list-style-type: none"> • As a quality assurance initiative, Semester-end Dry-Run was undertaken by the IQAC from October 21 to 23, 2019. • ATR has been prepared. • On review and scrutiny of the records, necessary feedback and suggestions have been given to all the concerned for further follow-up and improvement. • The conduct of AAA was tentatively postponed owing to lockdown in view of COVID-19 Pandemic.
46.	Promote research culture and publications among faculty and students	<ul style="list-style-type: none"> • Faculty members and students have been encouraged to attend, contribute and present research papers in Seminars and Conferences. • Institutional Initiated Research Projects (IIRP) has been introduced to promote research culture amongst students and faculty.

		<ul style="list-style-type: none"> • Faculty members have been encouraged and motivated to publish their papers in UGC listed journals. • Centre for Advanced Studies in Science and Technology (CASST) have been initiated from the said AY along with existing R & D Centers (Special Study Centres) – Centre for Advanced Studies in Commerce and Management (CASCMA) and Centre for Women and Gender Studies (CWGS).
47.	Initiate Rovers and Rangers Units in the College	<ul style="list-style-type: none"> • Rovers and Rangers Units have been initiated in the college from the said academic year. • Wide range of activities and training programmes has been carried out under the supervision of Unit Leaders.
48.	Strengthen Career Guidance, Placement and Entrepreneurial Development initiatives	<ul style="list-style-type: none"> • Career Guidance, Placement and Entrepreneurial Development initiatives have been further strengthened. • Reasonably good number of students has been benefitted from its initiatives.
49.	Initiation of Staff Appreciation Day	<ul style="list-style-type: none"> • Staff Appreciation Day 2020 was initiated as an initiative to inculcate human values and promote professional ethics among the staff members. • It also intended to recognize the committed services of the staff and appreciate them for their exemplary accomplishments during the year. • Staff Appreciation 2020 was held on February 29, 2020. • 15 Staff members were awarded with “Staff Excellence Awards 2020” in recognition and appreciation of their commitment to excellence in their respective areas of domain.
50.	Collection and monitoring of Feedback responses from the Stakeholders on Curriculum	<ul style="list-style-type: none"> • Feedback responses on curriculum have been collected from the stakeholders through a well-structured feedback mechanism, analyzed and action taken report has been prepared. • Necessary follow-up has been initiated in this regard.
51.	Collection of Students’ Feedback on Faculty	<ul style="list-style-type: none"> • Students’ feedback on faculty has been collected through a well-structured online mechanism through Appraisal

		<p>Committee.</p> <ul style="list-style-type: none"> The same is reported, analyzed, communicated and needful corrective actions are suggested.
52.	Develop appropriate proforma of Performance-Based Self-Appraisal Form for Non-teaching Staff	<ul style="list-style-type: none"> Appropriate proforma of Performance-Based Self-Appraisal Form for Non-teaching Staff (including for Administrative and Support Staff) has been developed. Appropriate specifications, weightages, appraisal procedure and performance outcome have been clearly defined and stated.
53.	Revise the proforma of Performance-Based Self-Appraisal Form for the teaching faculty	<ul style="list-style-type: none"> The proforma of Performance-Based Self-Appraisal Form for the teaching faculty has been revised. A comprehensive proforma with proper specifications, weightages, appraisal procedure and performance outcome have been clearly defined and stated.
54.	Formulate Proposal for NAAC sponsored Conference	<ul style="list-style-type: none"> Proposal seeking financial assistance to organize NAAC sponsored National Conference was formulated and forwarded to NAAC in the month of December 2019. However, in response for the same, the above proposal was not recommended by the Seminar Committee of NAAC.
55.	Develop Stakeholders Handbook on Code of Conduct and Professional Ethics and evolve suitable programme under the same	<ul style="list-style-type: none"> Stakeholders Handbook on Code of Conduct and Professional Ethics has been developed, published and disseminated through Institutional Website. It was released on February 29, 2020 on the occasion of "Staff Appreciation Day 2020."
56.	Encourage and promote MOOCs through SWAYAM / NPTEL to widen the scope of learning	<ul style="list-style-type: none"> An Orientation Workshop on "Innovative and Impactful Digital Learning with Massive Open Online Courses (MOOCs) was organized on August 24, 2019. SWAYAM - NPTEL Local Chapter of the college has been initiated to promote emerging methodology of teaching-learning blended with the use of technology. Both students and faculty members have undertaken MOOCs through SWAYAM/

		NPTEL.
57.	Bring out Half-yearly IQAC Newsletter "Kamadhenu"	<ul style="list-style-type: none"> • "Kamadhenu" half yearly Newsletter of the IQAC has been published to apprise and cherish stakeholders' contributions and quality accomplishments of the Institute. • Both the Issues i.e. I & II are published on the Institutional Website for wider dissemination.
58.	Initiate the system of periodic reporting on College affairs and its updates to the Correspondent	Monthly Report on College Affairs is prepared by the IQAC and is forwarded to the Correspondent for his updates and perusal.
59.	Strategize to prepare for the upcoming Fourth Cycle of NAAC A & A	<ul style="list-style-type: none"> • Periodic meetings of the IQAC are convened. • Criterion-wise discussions, deliberations and meetings are held. • Necessary directives are issued by the IQAC to the Criterion Heads and all the concerned to timely follow-up with the preparations. • In-house Workshop on "NAAC Criterion-wise preparation for Developing Self-Study Report (SSR)" by IQAC Coordinator - Mr. Hardik P. Chauhan was held on March 17 & 18, 2020.
60.	Follow-up with submission of inputs for AISHE.	<ul style="list-style-type: none"> • Annual submission of inputs for AISHE has been timely compiled and uploaded on AISHE portal on February 28, 2020.
61.	Review of Semester-wise University Examination Results across all the programmes	<p>Semester-wise University Examination Results across all the programmes are reviewed.</p> <ul style="list-style-type: none"> • Course-wise and Semester-wise Result Analysis across all the programmes is made. • It is reviewed in the IQAC meetings. • Necessary follow-up actions are taken in this direction. • Also serves as a basis for evaluating the attainment of learning outcomes.
62.	Facilitate Annual Physical Stock Verification by the Departments concerned	<ul style="list-style-type: none"> • Annual Physical Stock Verification by the Departments concerned has been carried out. • Report of the same has been prepared and submitted to the Principal for

		perusal.
63.	Convene periodic staff meetings	<ul style="list-style-type: none"> Monthly Staff Meeting of the teaching faculty has been convened with appropriate agenda and minutes of the same is documented. It is to ensure proper planning and deployment.
64.	Ensure compliance through Annual Financial Audit	<ul style="list-style-type: none"> The Internal Audit process of Annual Financial Audit is duly complied with. The Officials of Principal Accountant General (G&SSA) visited the College for the purpose of Audit during the month of January 2020.
65.	Organize Intra and Inter-collegiate Competitions / Fests	<ul style="list-style-type: none"> ICON 2K19 One-day Intra-collegiate Commerce and Management Fest was held on July 29, 2019. TERAHERTZ 2K19 One-day Intra-collegiate Science and IT Fest was held on September 07, 2019. ANAAVARANA 2K19 One-day Intra-collegiate Fine Arts Talent Hunt Event was held on August 03, 2020. CHITHAARA 2K19 One-day University Level Inter-collegiate Fine Arts Competitions was held on August 16, 2019. GOLDEN GIRLS One-day Intra-collegiate Talent Hunt Competition was held on September 19, 2019. Hindi Competitions have been organized both at Intra-collegiate and Inter-collegiate levels in connection with Hindi Day celebrations. AVISHKAR 2020 Fine Arts Competitions in connection with Annual Day Celebrations were held during the month December / January 2019 / 2020. CANFEST 2020 Two-day National Level Inter-collegiate Commerce & Management and Science & IT Fest was held on January 13 & 14, 2020.

		<ul style="list-style-type: none"> SRUJANA 2020 One-day University Level NSS Fest was held on January 16, 2020.
66.	<p>Commemorate the days of special importance/ celebrate festivals that promote universal values and harmony</p> <p><i>[Handwritten signature]</i></p> <p>Principal Ganara College Mangaluru</p> <p><i>[Circular stamp: GANARA COLLEGE MANGALURU]</i></p>	<ul style="list-style-type: none"> Days of National and International importance are meaningfully observed and commemorated. Festivals promoting universal values and harmony have been celebrated meaningfully. A message on the significance of the day is also shared through Public Address System (PAS) on such days of significance.
67.	Develop Institutional Strategic Perspective Plan Document	<ul style="list-style-type: none"> Institutional Strategic Perspective Plan Document 2019-2023 has been developed by IQAC with a collective effort and involvement of all the stakeholders. It is discussed and endorsed in the Advisory Meeting of the IQAC and Local Governing Council of the Institution. It is communicated to the stakeholders concerned and also published on the Institutional Website.
68.	Develop Institutional Policy Documents	<ul style="list-style-type: none"> Policy Documents on Institutional governance have been developed with clearly stated guidelines, procedures and protocols to guide appropriate actions. The same is discussed for seeking its compliance and disseminated amongst the stakeholders concerned for their kind information. The Policy Documents are also made available on the Institutional Website.
69.	Promote and encourage creative writing amongst the students and staff members	<ul style="list-style-type: none"> An exclusive edition of in-house publication titled "Kamana Billu" comprising of creative writings contributed by students and staff has been brought out by Library and Information Centre. It was released on May 30, 2020. It is also published on the Institutional Website.
70.	Strengthen student mentoring initiatives	Besides regular mentoring, Advisories of the Principal were timely disseminated

especially to reach the students during the much needed time of COVID-19 pandemic situation.

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