



CANARA COLLEGE

Managed by Canara High School Association, Mangaluru
Re-accredited by NAAC with 3.21 CGPA at 'A' Grade (Cycle IV – 2022)

Recognized under Section 2(f) and 12(B) of U.G.C. Act, 1956 & 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)

CNR/IQAC/166/2022-23

April 25, 2023

MEETING NOTICE

Dear Madam / Sir,

Subject : Meeting of the IQAC Associate Members, May 2023 - Reg.

In pursuance to the subject matter cited above, a meeting of the Associate Members of the IQAC will be convened on Tuesday, May 02, 2023 at 3:00 PM in the Office of IQAC. You are hereby kindly requested to attend the same. The Agenda for the meet is herewith stated below.

Thank you.

With Regards;

Yours in CANARA,


Mr. Hardik P. Chauhan

**IQAC Coordinator
Co-ordinator**

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





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

P. S. : Meeting Agenda

1. Read and confirm the minutes of last meeting held on February 14, 2023 and review the ATR.
2. Finalization of AQAR 2021-22.
3. Implementation of the UGC Guidelines for Promotion of Physical Fitness, Sports, Students' Health, Welfare, Psychological and Emotional Well-Being at HEIs.
4. Compliance with the provisions of the UGC (Redressal of Grievances of Students) Regulations, 2023 and Constitution of Students Grievances Redressal Committee (SGRC).
5. Draw Action Plan and Calendar of Activities under AKAM.
6. Implementation of the UGC Guidelines for compulsory Internships for U.G. students.
7. Proposals for Add-on / Certificate Courses for the AY 2023-24.
8. Any other matter with the permission of the Chair.

To :

1. Mrs. Sandhya B., Head, Criterion I
2. Mrs. Jayabharathi K. P., Head, Criterion II

(P.T.O.)

3. Mrs. Seema Prabhu S., Head, Criterion III
4. Mrs. Lavina S. Noronha, Head, Criterion IV
5. Dr. Kalpana Prabhu J., Head, Criterion V
6. Mrs. Dejamma A., Head, Criterion VI
7. Mrs. Swathi Nayak, Head, Criterion VII
8. Mrs. Sushma R. Shetty, Student Welfare Mentor
9. Mrs. Prathima V. Baliga, Web Administrator
10. Mrs. Shanthi Nayak, Administrative Staff

Copy to : (For kind information)

1. The Correspondent, Canara College, Mangaluru.
2. The Manager, Canara College, Mangaluru.

Principal
Canara College
Mangaluru



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

Notice : Meeting of the IQAC Associate Members, May 2023 - Reg.

1 message

Canara IQAC <canaraiqac@gmail.com>

Sat, Apr 29, 2023 at 10:20 AM

To: sandhyaboor65@gmail.com, "jayabharathi k.p." <kpjaibhsharma@gmail.com>, Seema Dath <seemadath@canaracollege.org>, Lavina Noronha <lavisuninoronha@gmail.com>, Kalpana Bhat <kalpavraksha66@gmail.com>, Dejamma A <dejamma@gmail.com>, nayakswathi1990@gmail.com, Sushma Rithesh <sushmarithesh@gmail.com>, Prathima Baliga <prathimavbaliga@canaracollege.org>, shanthinayak3@gmail.com, hardikchauhan091@gmail.com

Cc: Jagannath Kamath <jagannathkamathca@gmail.com>, shenoyshivanand74@gmail.com, principal@canaracollege.org, Premalatha V pai <premalathavpai@gmail.com>

Ref. No. : CNR/IQAC/166/2022-23**~ NOTICE ~**

Dear Madam / Sir,

Herewith find the attached Notice for the subject matter cited above.

P. S. :

Kindly attend the meeting by making adjustment for sometime, if assigned with the CA Examination Duty.


Thank you.

With Regards;

Yours in CANARA,

Mr. Hardik P. Chauhan

IQAC Coordinator,
CANARA COLLEGE,
Mahatma Gandhi Road, Kodialbail,
Mangaluru - 575 003,
Dakshina Kannada District, Karnataka, India.

 **IQAC Assoc. Meeting_May 2023.pdf**
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2022-23

Record of Attendees of the Meet

Meeting Type	Meet of the IQAC Associate Members
Date of the Meeting	May 02, 2023
Time of the Meeting	3:00 PM
Venue of the Meeting	Office of the IQAC

Sl. No.	Name & Designation of the Member	Designation in the Cell	Signature
Core Members			
1.	Dr. Premalatha V. Principal	Chairperson	<i>Premalatha V.</i>
2.	Mr. Hardik P. Chauhan Asst. Professor, Dept. of Commerce & Mgmt.	Coordinator & Member - Secretary	<i>HC Chauhan</i>
Associate Members (Criterion-wise & Administrative Representatives)			
3.	Mrs. Sandhya B. Assoc. Professor & Head, Dept. of Chemistry	Head - Criterion I, Member	<i>Sandhya B.</i>
4.	Mrs. Jayabharathi K. P. Asst. Professor & Head, Dept. of Computer Science & Applications	Head - Criterion II, Member	<i>Jayabharathi K. P.</i>
5.	Mrs. Seema Prabhu S. Asst. Professor, Dept. of Commerce & Mgmt.	Head - Criterion III, Member	<i>Seema Prabhu S.</i>
6.	Mrs. Lavina S. Noronha Asst. Professor, Dept. of Commerce & Mgmt.	Head - Criterion IV, Member	<i>Lavina S. Noronha</i>
7.	Dr. Kalpana Prabhu J. Asst. Professor & Head, Dept. of Hindi	Head - Criterion V, Member	<i>Kalpana Prabhu J.</i>
8.	Mrs. Dejjamma A. Asst. Professor & Head, Dept. of Commerce & Management	Head - Criterion VI, Member	<i>Dejjamma A.</i>
9.	Mrs. Swathi Nayak Asst. Professor & Chief Coordinator, Centre for P. G. Studies in Commerce	Head - Criterion VII, Member	- ABSENT -
10.	Mrs. Sushma R. Shetty Asst. Professor, Dept. of Commerce	Student Welfare Mentor, Member	<i>Sushma R. Shetty</i>
11.	Mrs. Prathima V. Baliga Asst. Professor, Dept. of Computer Science & Applications	Web Administrator, Member	<i>Prathima V. Baliga</i>
12.	Mrs. Shanthi Nayak First Division Clerk	Administrative Staff, Member	<i>Shanthi Nayak</i>

Premalatha V.
Principal
Canara College
Mangaluru



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CNR/IQAC/166.1/2022-23

May 02, 2023

Minutes of Meeting of the IQAC Associate Members, May 2023

Date : Tuesday, May 02, 2023

Time : 3:00 PM

Venue : Office of the IQAC

A meeting of the Associate members of Internal Quality Assurance Cell (IQAC) was convened on Tuesday, May 02, 2023 at 3:00 PM 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 February 14, 2023 and review the ATR.
2. Finalization of AQAR 2021-22.
3. Implementation of the UGC Guidelines for Promotion of Physical Fitness, Sports, Students' Health, Welfare, Psychological and Emotional Well-Being at HEIs.
4. Compliance with the provisions of the UGC (Redressal of Grievances of Students) Regulations, 2023 and Constitution of Students Grievances Redressal Committee (SGRC).
5. Draw Action Plan and Calendar of Activities under AKAM.
6. Implementation of the UGC Guidelines for compulsory Internships for U.G. students.
7. Proposals for Add-on / Certificate Courses for the AY 2023-24.
8. 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. Mr. Hardik P. Chauhan, IQAC Coordinator and Member Secretary
3. Mrs. Sandhya B., Head, Criterion I, Member
4. Mrs. Jayabharathi K. P., Head, Criterion II, Member
5. Mrs. Seema Prabhu S., Head, Criterion III, Member
6. Mrs. Lavina S. Noronha, Head, Criterion IV, Member
7. Dr. Kalpana Prabhu J., Head, Criterion V, Member
8. Mrs. Dejjamma A., Head, Criterion VI, Member
9. Mrs. Sushma R. Shetty, Student Welfare Mentor, Member
10. Mrs. Prathima V. Baliga, Web Administrator, Member
11. Mrs. Shanthi Nayak, Administrative Staff, Member

Absentees for the Meet :

1. Mrs. Swathi Nayak, Head, Criterion VII, Member

Proceedings of the Meet :

At the outset, the IQAC Coordinator Mr. Hardik P. Chauhan welcomed all the members. The business of the meeting then started by taking each agenda for consideration.

1. Read and confirm the minutes of last meeting held on February 14, 2023 and review the ATR :

The IQAC Coordinator Mr. Hardik P. Chauhan read the minutes of last meeting held on Tuesday, February 14, 2023. The same were confirmed and ratified by the members. Action Taken for the same was also shared with the members.

2. Finalization of AQAR 2021-22 :

The criterion-wise status of data collection for the finalization of AQAR 2021-22 was reviewed. The input already received from the Criterion IV was duly acknowledged. However, the Heads of other Criteria solicited a week's more time to finalize the same and agreed to submit the data in the prescribed manner latest by 10/05/2023. Besides, the queries pertaining to finalization of Department-wise ATR raised by Mrs. Sandhya B., Head, Criterion I, were also clarified. Accordingly it was resolved to convene a meeting of all the Heads of Departments and finalize the ATR at the earliest.

The Criterion Heads were further informed to submit the hardcopy of the Criterion-wise Documents of AQAR 2020-21 and 2021-22 after the submission of its soft files.

3. Implementation of the UGC Guidelines for Promotion of Physical Fitness, Sports, Students' Health, Welfare, Psychological and Emotional Well-Being at HEIs :

The IQAC Coordinator Mr. Hardik P. Chauhan acquainted the members about the Letter of The Secretary, UGC, MoE, GoI vide D. No. F.1-19/2021 (CPP- II) dated 12/04/2023 intending the implementation of the UGC Guidelines for Promotion of Physical Fitness, Sports, Students' Health, Welfare, Psychological and Emotional Well-Being at HEIs. A brief gist of the said Guidelines was shared with the members for their kind information and understanding.

To this effect, it was resolved to comply with the above by initiating necessary steps in this regard so that aforementioned Guidelines may be implemented at the institution in letter and spirit. Moreover, the focus areas as emphasized in the aforesaid Guidelines shall be considered while implementing the same. Hence, the same shall be notified to all the concerned for the kind information and needful implementation.

4. Compliance with the provisions of the UGC (Redressal of Grievances of Students) Regulations, 2023 and Constitution of Students Grievances Redressal Committee (SGRC) :

The IQAC Coordinator Mr. Hardik P. Chauhan acquainted the members about letter of The Secretary, UGC, MoE, GoI vide D. No. F.1-13/2022 (CPP- II) dated 12/04/2023 and subsequent letter of The Chairman, UGC, MoE, GoI dated 28/04/2023 notifying the UGC (Redressal of Grievances of Students) Regulations, 2023, and Constitution of Students Grievances Redressal Committee (SGRC) as notified in the Extraordinary publication of the Gazette of India vide No. 223 dated 11/04/2023. A brief insight about the Regulations was also shared with the members.

Hence, to this effect and in consonance with the aforesaid regulations, it was resolved to comply with the said provisions; and, to reconstitute the Students Grievances Redressal Committee (SGRC) at the Institute level in accordance with the provisions UGC (Redressal of Grievances of Students) Regulations, 2023. These regulations have been revised in the light of the National

Education Policy (NEP) 2020. It was informed that the reconstituted SGRC shall be notified to all the concerned for their kind information and necessary compliance.

Further to the above, as expected in the regulations to have an online portal for submitting an application by the student seeking redressal of grievance, it was reiterated that already a provision exists for submitting Grievance / Suggestions by any Stakeholders on the institutional website through a Google Form <https://forms.gle/yauUiiju45demErb7>, and, other details pertaining to the Cell is available on <https://www.canaracollege.com/academics-resources/offices/grievance-redressal-cell/>.

Hence, it was informed to be self-acquainted with the mechanisms as specified in the aforesaid regulations, and also to provide wide publicity to the Regulations amongst the stakeholders and in particular the students' community.

Furthermore, the members were also informed that these regulations have been notified in suppression of the UGC (Redressal of Grievances of Students) regulations, 2019. Hence, to this effect, this notification suppresses the notification issued from this Office vide CNR/IQAC/116/GRC/2022-23 dated 03/02/2023. However, the said notification will continue to be in force for the redressal of Staff Grievances only.

5. Draw Action Plan and Calendar of Activities under Azadi Ka Amrit Mahotsav (AKAM) :

In pursuance to the letter of the U.G.C. vide F. No. 1-27/2022 (e.Gov) dated 19/04/2023 in connection with the above, it was resolved to take it further by initiating necessary follow-up in this regard. To further the same, the IQAC Coordinator Mr. Hardik P. Chauhan suggested that the nine critical themes may be assigned among the academic Departments, Associations, and Cells who may befittingly plan to initiate the programmes (at least one), accordingly. The student representatives may also be involved in planning the activities. As resolved, the same shall be notified to all the concerned.

Besides, the Action Plan for the proposed activities / initiatives / programmes/ events by all the concerned shall be furnished in the prescribed proforma to this Office latest by May 15, 2023 positively, so that the Calendar of Activities can be prepared and finalized. Calling upon the members, the Principal Dr. Premalatha V. said "let us all join together in collectively accomplishing the objectives of Amrit Kaal along with the public participation as intended in the circular".

6. Implementation of the UGC Guidelines for compulsory Internships for U.G. students :

In the light of NEP 2020 and also as per the mandate of the UGC for implementing compulsory Internships for U.G. students, a discussion was held in this regard. Besides, the provision made for compulsory internships as prescribed in the syllabus of the respective U.G. programmes under NEP 2020 Scheme (which is ought to take place in the upcoming year i.e. 2023-24 during the Fifth and Sixth semesters), it was felt appropriate to initiate the said practice at the institute level even in the first and second years too. This would not only help the students in widening their horizons but also provide them with an opportunity for experiential learning as well. Mrs. Seema Prabhu S., Head, Criterion III also shared her views and endorsed the same with her suggestions in this regard.

Upon discussion at length, it was resolved to initiate the same on a pilot mode with the current second and fourth semester students who can undergo the internship programme during their semester vacations. Based on the outcome of this, it can be initiated further in true spirit from the

ensuing academic year. It was also resolved to draw an appropriate framework specifying the modalities of executing the same across the streams / programmes; and also the guidelines for providing due weightage of marks and evaluation of the same. This will also encourage the students to take it in the real spirit.

7. Proposals for Add-on / Certificate Courses for the AY 2023-24 :

Further to the discussions, suggestions and resolutions of the Meeting of the IQAC Associate Members held on 13/02/2023 vide Agenda No. 9.1, also with the subsequent directives and approval of the Correspondent dated 23/03/2023, and as well as the directives of the Hon. Secretary, C.H.S.A., in connection with the above, the members were updated about the aforesaid directives. Hence, it has been resolved to offer wide-range of need-based courses for the benefit of the students' community at large. Hence, it is expected that by the end of graduation, a student along with the University Degree shall also be able to complete three Add-on courses.

Therefore, to facilitate proper planning of the same, proposals for offering Add-on / Value-Added / Certificate Courses for the fore coming academic year 2023-24 shall be submitted to this Office latest by 01/06/2023 in the prescribed proforma with all relevant details and enclosures.

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

The following other matters were discussed :

- 8.1. Considering the availability of feasible time and schedule, it was resolved to reschedule the Academic and Administrative Audit 2021-22 on Monday, 22/05/2023. Also it was confirmed that the schedule of the process flow notified earlier vide CNR/IQAC/123/2022-23 dated 13/02/2023 remains unchanged. A circular to this effect will be notified to all the concerned so as to make necessary preparations as per the directives issued earlier in this regard.
- 8.2. The members were reiterated about the conduct of Annual Physical Stock Verification 2022-23 as notified vide CNR/IQAC/163/2022-23 dated 25/04/2023 and to complete the same as per the stipulated timeframe.
- 8.3. The members were also reiterated about the conduct of Internal Audit for the FY ended 2022-23 as notified vide CNR/IQAC/165/2022-23 dated 25/04/2023 and anticipated needful cooperation in completing the said same in a time-bound manner.
- 8.4. The members were informed that the Second Graduation Day Ceremony for the Graduands from the Class of 2021-22, is scheduled on Sunday, May 28, 2023 at 10:00 A.M. in T. V. Raman Pai Convention Centre, Rashtrakavi Manjeshwar Govinda Pai Circle, Kodialbail, Mangaluru.
- 8.5. The IQAC Coordinator Mr. Hardik P. Chauhan acknowledged the "Peer Review Committee" comprising of Mrs. Dejamma A., Dr. Kalpana Prabhu J., Mrs. Jayabharathi K. P. and Mrs. Seema Prabhu S., which was constituted for the assessment and review of annual Performance-Based Self-Appraisal (PBSA) Reports 2021-22 submitted by the staff. They were thanked for their valuable time and kind cooperation extended in completing the above process. The one-to-one communication of Performance Outcome of the PBSA will be made available to the staff on 05/05/2023.
- 8.6. The members were informed that Mangalore University Affiliation Process is due for the ensuing academic year and is in progress. Furthermore, the said process is expected to be carried out on UUCMS Portal and its indicators have been quantified with Benchmark.

8.7.It has been found that some of the Departments / Associations / Cells have misplaced the color print out of the Reports issued by the Documentation Committee. Hence, it is expected to ensure the safe custody of the same and maintain it responsibly.


8.8.The Principal Dr. Premalatha V. informed the members about the online filling of HRMS data on the UUCMS portal with required upload of supporting documents. The same will be informed by Mrs. Shanthi Nayak, Administrative Staff and Section In-charge, for the kind information of and timely follow-up by all the concerned. The same shall be completed within the expected due date of submission.

Due to the paucity of time and also to attend the other official engagement, the meeting had to be adjourned. However, it was resolved that the other matter(s) of discussion shall be discussed on a future date which will be notified.

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


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




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