



**AMARESHWAR ARTS AND COMMERCE DEGREE COLLEGE AURAD(B) – 585326**

Affiliated by Gulbarga University Kalaburagi (E-mail: [adcab1979@gmail.com](mailto:adcab1979@gmail.com))

## **Internal Quality Assurance Cell**

### **Meeting Minutes**

First Meeting of IQAC for the year 2020-21 was held on 14 July, 2020 in IQAC room at 11.30 am presided by the Principal Jayadevi Teli. Principal Welcomed the members to the meeting and expressed his vision for the coming academic year for the development of academics. The following agenda for the discussions and resolutions made accordingly.

<b>Sr. No.</b>	<b>Agenda</b>	<b>Resolution</b>
1	Curriculum planning and implementation strategies	After detailed discussions with all staff members, it has been resolved that each staff member will be required to prepare a breakdown of syllabus, lesson plans, and pedagogies to enhance content delivery effectiveness.
2	Preparing academic calendar	Following input from all staff, it has been decided that the IQAC will be responsible for preparing the calendar of events.
3	Introducing Certificate/Add-on Course	Additionally, it has been resolved to introduce new add-on courses aimed at enhancing student skills.
4	Discussion of NAAC Peer Team Report	Furthermore, staff members have reviewed the Peer Team report from the National Assessment and Accreditation Council (NAAC) for the 2nd cycle and have committed to implementing feasible suggestions.

Meeting was concluded with vote thanks given by IQAC Co-ordinator Dr. Mujeeb.



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**Meeting Minutes**

Second Meeting of IQAC for the year 2020-21 was held on 13 Dec, 2020 in IQAC room at 12.30 pm presided by the Principal Jayadevi Teli. Principal Welcomed the members to the meeting and encouraged staff members for to take up various academic initiatives. The following agenda for the discussions and resolutions made accordingly.

Sr. No.	Agenda	Resolution
1	Organizing Extension activities	Following consultation with the NSS coordinator, it has been determined that extension activities will be conducted collaboratively with the Gram Panchayat of the adopted village.
2	Review of Teaching Learning activities	Additionally, it has been agreed upon that the IQAC coordinator and principal will gather verbal feedback from students to assess their satisfaction with the teaching-learning process.
3	Organizing sports events	In addition, institution-level sports competitions will be organized to inspire students and equip them for university-level and zonal competitions.
4	Tree Plantation drive	Moreover, tree plantation drives will be conducted during the rainy season in partnership with the Social Forest Department.

Meeting was concluded with vote thanks given by IQAC Co-ordinator Dr. Mujeeb.



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Third Meeting of the IQAC for the year 2020-21 was held on 3 January, 2021 in IQAC room at 12.30 pm presided by the Principal Jayadevi Teli. Principal Welcomed the members to the meeting and encouraged staff members for to take up various academic initiatives. Later Prof. Ganesh Naikode took the following agenda for the discussions and resolutions made accordingly.

Sr. No.	Agenda	Resolution
1	Planning for even semester academic activities	After extensive discussions with all staff members, it has been resolved that each staff member must prepare a breakdown of syllabus, lesson plans, and pedagogies to enhance content delivery effectively.
2	Preparing Feedback Forms for curriculum	Additionally, it has been decided that the IQAC coordinator and principal will collaborate to design a structured feedback form for curriculum evaluation.
3	Organizing Programmes on quality initiative	Furthermore, it has been resolved to organize an institution-level workshop focused on conducting effective AAA (Administrative and Academic Audit).
4	Collection of feedback from stakeholders and analysis for quality improvement.	Lastly, it is hereby resolved to systematically gather feedback from stakeholders and conduct thorough analyses to enhance quality across all aspects of the institution.

Meeting was concluded with vote thanks given by IQAC Co-ordinator Dr. Mujeeb.



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### **Meeting Minutes**

Fourth Meeting of the IQAC for the year 2020-21 was held on 8 April 2021 in IQAC room at 12.30 pm presided by the Principal Jayadevi Teli. Principal Welcomed the members to the meeting. The following agenda for the discussions and resolutions made accordingly.

<b>Sr. No.</b>	<b>Agenda</b>	<b>Resolution</b>
1	Collecting and analyzing feedback	The IQAC will collect feedback from various stakeholders on the curriculum and, after detailed analysis, prepare a report.
2	To conduct AAA	An internal Administrative and Academic Audit (AAA) will be conducted by the IQAC.
3	Review for teaching learning activities for even semester	Teaching-learning activities will be reviewed through work-done diaries and oral feedback obtained from students.
4	Conducting Student Satisfaction Survey	A structured Student Satisfaction survey will be conducted to collect feedback.
5	Discussion of feedback obtained from stakeholders on curriculum teaching learning process and facilities.	Additionally, the institution is committed to holding regular discussions with stakeholders to review feedback on curriculum, teaching methodologies, and facilities, aiming to continuously improve the learning environment.

Meeting was concluded with vote thanks given by IQAC Co-ordinator Dr. Mujeeb.