



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

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

Internal Quality Assurance Cell

Meeting Minutes

First Meeting of IQAC for the year 2018-19 was held on 17 July, 2018 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.

Sr. No.	Agenda	Resolution
1	Curriculum planning and implementation strategies	After thorough discussions with all staff members, it has been decided that each staff member will be responsible for preparing syllabus outlines, lesson plans, and teaching methodologies to enhance content delivery effectiveness.
2	Preparing academic calendar	Following input from all staff, it has been agreed that the Internal Quality Assurance Cell (IQAC) will be tasked with creating the calendar of events.
3	Introducing Certificate/Add-on Course	Furthermore, it has been resolved to introduce additional courses aimed at enhancing student skills.
4	Discussion of NAAC Peer Team Report	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 from it.

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



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Second Meeting of IQAC for the year 2018-19 was held on 12 Dec, 2018 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 discussions with the NSS coordinator, it has been determined that extension activities will be organized in partnership with the Gram Panchayat of the adopted village.
2	Review of Teaching Learning activities	Additionally, it has been decided that the IQAC coordinator and principal will collect verbal feedback from students to assess their satisfaction with the teaching-learning process.
3	Organizing sports events	Moreover, institution-wide sports competitions will be arranged to motivate students and equip them for higher-level competitions at the university and zonal levels.
4	Tree Plantation drive	Furthermore, tree plantation drives will be conducted during the rainy season in collaboration 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 2018-19 was held on 6 January, 2019 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 thorough discussions among all staff members, it has been unanimously agreed that each staff member must prepare a breakdown of syllabus, lesson plans, and pedagogical strategies to facilitate effective content delivery.
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 (Assessment, Analysis, and Action).
4	Collection of feedback from stakeholders and analysis for quality improvement.	Lastly, it is hereby resolved to systematically collect feedback from stakeholders and conduct comprehensive analyses to continually improve quality across all facets of the institution.

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



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Fourth Meeting of the IQAC for the year 2018-19 was held on 12 April 2019 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.

Sr. No.	Agenda	Resolution
1	Collecting and analysing feedback	It has been resolved that the IQAC will gather feedback from various stakeholders on the curriculum, and following a detailed analysis, will compile a comprehensive report.
2	To conduct AAA	Furthermore, it has been agreed upon that an Administrative and Academic Audit (AAA) will be conducted internally by the IQAC.
3	Review for teaching learning activities for even semester	Moreover, teaching-learning activities will be reviewed through work-done diaries and oral feedback obtained from students.
4	Conducting Student Satisfaction Survey	Additionally, a Student Satisfaction survey will be conducted to collect structured feedback.
5	Discussion of feedback obtained from stakeholders on curriculum teaching learning process and facilities.	The institution is dedicated to fostering regular discussions with stakeholders to review feedback on curriculum, teaching methodologies, and facilities, with the goal of continually enhancing the learning environment.

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