



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 2019-20 was held on 17 July, 2019 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 detail discussion with all staff members, it is resolved that every staff should have to prepare split of syllabus, lesson plans and pedagogies for the effective content delivery.
2	Preparing academic calendar	After taking the inputs from all staff it is decided that IQAC will prepare the calendar of events.
3	Introducing Certificate/Add-on Course	It is resolved that some new add-on course to be introduced for the enhancing the skills of the students.
4	Discussion of NAAC Peer Team Report	Staff members discussed the Peer team report of NAAC for 2nd cycle and resolved to implement the possible 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 2019-20 was held on 11 Dec, 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. 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	Furthermore, it has been agreed upon 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	In addition, institution-level sports competitions will be organized to motivate students and equip them for higher-level competitions at the university and zonal levels.
4	Tree Plantation drive	Moreover, tree plantation drives will be carried out 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 2019-20 was held on 9 January, 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. 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 decided that each staff member will take responsibility for developing syllabus breakdowns, lesson plans, and pedagogical strategies to enhance content delivery effectiveness.
2	Preparing Feedback Forms for curriculum	Furthermore, it has been resolved that the IQAC coordinator and principal will work together to design a structured feedback form for evaluating the curriculum.
3	Organizing Programmes on quality initiative	Additionally, an institution-level workshop will be organized to concentrate 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 comprehensive 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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Fourth Meeting of the IQAC for the year 2019-20 was held on 7 April 2020 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 is resolved that IQAC will collect the feedback from various stake holders on curriculum and after detail analysis will prepare the report.
2	To conduct AAA	It is resolved that Administrative and Academic Audit (AAA) to be conducted at internal level by IQAC.
3	Review for teaching learning activities for even semester	It is resolved that teaching learning activities to be reviewed through work-done diaries and oral feedback collected from students.
4	Conducting Student Satisfaction Survey	It is resolved that Student Satisfaction survey will be carried out by collecting the structured feedback.
5	Discussion of feedback obtained from stakeholders on curriculum teaching learning process and facilities.	The institution commits to 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.