

**IQAC MEETINGS**  
**2016-17 – First Term**

**IQAC MEETING ON FRAMING GUIDELINES FOR ADMISSION AND FORMATION OF ADMISSION COMMITTEE FOR UG & PG ON 16<sup>TH</sup> JUNE, 2016 AT 11:00 AM:**

The meeting was convened to discuss and frame admission guidelines and form admission committee for the year 2016-17.

**VENUE OF THE MEETING:** Principal's Chamber

**MEMBERS PRESENT:**

1. Dr. Neelambika Sherikar
2. Smt. Shridevi Harwal
3. Smt. Shantala Nisty
4. Smt. Savitri Jambaldinni
5. Dr. Seema Patil
6. Dr. Siddamma G
7. Shri. Iranna Swadi

8. Smt. Janaki Hosur
9. Shri. S.S. Patil
10. Shri. N.S. Hugar
11. Smt Jagadevi K.
12. Shri. Krupasagar G.
13. Shri. Revayya V.
14. Smt. Vidya Reshmi
15. Shri. R.S. Palekar
16. Shri. Iranna Swadi
17. Shri. M.L. Indi


**MEMBERS ABSENT: NIL**

**PROCEEDINGS OF THE MEETING:**

1. The meeting started with a welcome address by the Principal followed by briefing about admission process and rules to be adhered to.
2. The Chair advised the members to continue simple oral tests for evaluating ability of the students and guide the students in the selection of subjects.
3. The chair, recalling the minutes of the meeting with the President, added about the fee concession/exemption to the deserving students hailing from poor socio-economic background.
4. Members participated in the discussion and provided their inputs for framing admission guidelines.

**ACTION TAKEN REPORT:**

1. It was decided to form Admission Committee with the senior most members of the faculty as its members.
2. It was decided to retain last year's admission policy which was consistent with the university rules and the department of Collegiate Education.
3. As per the instruction from the President, it was decided provide fee concession/exemption, free books, and clothes to the needy and deserving students.
4. It was also decided that committee members to counsel students in selecting stream & subjects.

  
**PRINCIPAL**  
**Godutal Doddappa Appa**  
Arts & Commerce College, KALABURAGI

**IQAC MEETING ABOUT ACADEMIC PLANNING ON 14<sup>TH</sup> JULY, 2016 AT 03:00 PM**

**AGENDA OF THE MEETING**

The meeting was called to discuss Academic Planning for the year 2016-17.

**VENUE OF THE MEETING:** Principal's Chamber

**MEMBERS PRESENT:**

1. Dr. Neelambika Sherikar
2. Smt. Savitri Jambaldinni
3. Smt. Shantala Nisty
4. Shri. N.S. Hugar
5. Dr. Seema Patil
6. Shri. Krupasagar G.
7. Shri. Revayya V.

8. Smt. Janaki Hosur
9. Smt. Shridevi Harwal
10. Dr. Siddamma G.
11. Dr. Indira Shetkar
12. Shri. S.S. Patil
13. Smt. Shashikala P.
14. Smt Jagadevi K.
15. Shri. Siddaram Patil
16. Shri. Hanmanth Khajuri
17. Shri. M.L. Indi
18. Shri. Iranna Swadi

**MEMBERS ABSENT:**

1. Shri. Siddalingareddy

**PROCEEDINGS OF THE MEETING:**

1. The meeting started with a welcome address by the Principal followed by an introduction to the agenda of the meeting.
2. The Principal addressed the members about Academic Planning which comprised of Teaching Plan, Certificate Courses, Linkages & Teacher Exchange Programmes, Time-Table, Internal Assessment & Assignments, Revision Skills to be adopted, Identifying slow learners and action plan for them.
3. The chair also advised that all the HoDs would be responsible for structuring their departmental calendar and conduct meetings with respective faculty members.
4. The chair also advised to follow learners' centric approach, extensive students support for English Language, Career counselling, academic advising and include research related enrichment activities.

**ACTION TAKEN REPORT:**

1. It was decided to continue cells/committees formed in the preceding year for academic planning for the current year as well.
2. It was resolved in the meeting that all the HoDs and cells/committees coordinators to meet regularly with peer members to design their proposed departmental activities for the current year and to have follow up meetings as and when required.
3. Once departmental plans were ready, it was decided to prepare college's consolidated calendar of events for the year 2016-17
4. It was decided to design and carry out activities in a time bounded manner for better results that would enrich resources of the students.



**PRINCIPAL**  
**Godutai Doddappa Appa**  
Arts & Commerce College, KALABURAGI



**IQAC MEETING TO CONDUCT PARENTS' MEET 24<sup>th</sup> JULY, 2016 AT 02:00 PM**  
**AGENDA OF THE MEETING: FREE MEDICAL CHECKUP**

A meeting was held to discuss Parents Meet and chalk out activities to be undertaken.

**VENUE OF THE MEETING:** Principal's Chamber

**MEMBERS PRESENT:**

- 1 Dr. Neelambika Sherikar
- 2 Smt. Savitri Jambaldinni
- 3 Smt. Shantala Nisty
- 4 Smt. Shridevi Harwal
- 5 Dr. Indira Shetkar
- 6 Dr. Siddamma G
- 7 Smt. Janaki Hosur

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| <ol style="list-style-type: none"><li>11 Smt Jagadevi K.</li><li>12 Shri. Iranna Swadi</li><li>13 Shri. Krupasagar G.</li><li>14 Shri. Siddalingareddy</li><li>15 Smt. Vidya Reshmi</li><li>16 Shri. R.S. Palekar</li><li>17 Shri. D.V. Anakal</li><li>18 Smt. Meenakshi P.</li><li>19 Shri. M.L.Indi</li><li>20 Smt. Ansuya B</li><li>21 Dr. Seema Patil</li><li>22 Smt. Shashikala P.</li><li>23 Shri. N.S. Hugar</li></ol> |
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**MEMBERS ABSENT:**

- 1 Shri. Hanmanth Khajuri
- 2 Smt. Vijayalaxmi
- 3 Smt Shakuntala K

**PROCEEDINGS OF THE MEETING:**

The meeting commenced with a welcome address by the coordinator, followed by agenda of the meeting.

1. The chair addressed the members gathered about organizing the parents' meet for the students, and the preparation with regard to it.
2. The chair continued with her address that parental meetings are needed to resolve concerns over a student's specific academic or behavioural issues, it should include tutoring, remediation in the classroom, provide support and assistance to the students with regard to their thorough preparation.
3. The chair continued with her advice that it is enriching the students' academic performances as well as shaping their all round development and asked the teachers to give their suggestions.
4. The members shared that the meet is to create a common platform, where teacher and parents come together to enrich the student's educational experiences, discuss variety of issues and also to hold health awareness programmes and medical checkups for the parents by inviting experts and doctors to work towards inclusive growth and transition.

**ACTION TAKEN REPORT:**

1. It was decided to organize meeting on 24<sup>th</sup> July 2016, necessary correspondence to be built with the parents well in advance to make necessary arrangements of the programme.
2. With the chair's advice and member's suggestions, the parent relation officer decided to allocate and assign different tasks to the members' present, plan and prepare the programme agenda which should include information about various student oriented activities and schemes run by college, suggestions from parents, speeches by resource persons and health checkups.

**PRINCIPAL**

**Godutai Doddappa Appa**  
Arts & Commerce College, KALABURAGI

**IQAC MEETING ABOUT ORGANIZING TOTAL QUALITY MANAGEMENT PROGRAMME AND MENTORING PROGRAMME ON 31<sup>st</sup> JULY, 2016 AT 04:00 PM:**

**AGENDA OF THE MEETING:** The meeting was held to organize TQM for B.A./B.COM first year students and mentoring programme for all the students.

**VENUE OF THE MEETING:** Principal's Chamber

**MEMBERS PRESENT:**

1. Dr. Neelambika Sherikar
2. Smt. Savitri Jambaldinni
3. Smt. Shantala Nisty
4. Smt. Shridevi Harwal
5. Smt. Janaki Hosur
6. Shri. S.S. Patil
7. Dr. Indira Shetkar
8. Dr. Siddamma G.
9. Smt. Vidya Reshmi
10. Shri. R.S. Palekar
11. Shri Hanumanth Khajuri

12. Dr. Seema Patil
13. Shri. Krupasagar G.
14. Shri. N.S. Hugar
15. Shri. Revayya V.
16. Smt Jagadevi K.
17. Shri. Irranna Swadi
18. Shri. Siddalingareddy
19. Shri. Siddaram Patil
20. Members Students' Academy

**MEMBERS ABSENT:**

1. Smt Ansuya B
2. Shri. M.L. Indi

**PROCEEDINGS OF THE MEETING:**

1. The meeting commenced with a welcome address by the Principal, followed by a brief introduction to the agenda of the meeting.
2. The chair addressed about orienting the first year students with all the information about the college infrastructure, history, facilities, proposed plans & academic plans.
3. Members participated in the discussion and shared their views and proposed a few activities to be organized for breaking the ice.
4. The chair, then, took mentoring programme for discussion and asked Smt. Shantala Nisty, SWO to brief about the mentoring programme agenda.
5. Smt. Shantala Nisty, SWO, explained about mentoring system and proposed counselling activities by senior psychiatrists, one on one interaction with the mentor to identify and understand their grievances related to personal as well as college.

**ACTION TAKEN REPORT:**

1. It was decided to organize TQM on 3rd August, 2016 for first year students of B.A./B.COM.
2. The committees were formed to prepare the agenda, to assign work and organize other things required for smooth conduct of the programme.
3. It was decided to organize Mentoring Programme for all the students on 25<sup>th</sup> October, 2016.
4. Smt. Shantala Nisty, SWO, proposed to tag students to each faculty members for better interaction between students and mentor.
5. It was decided that Smt. Shantala Nisty would prepare the agenda/key points related to academics, self conduct, social issues, contribution to the college, society and to the nation, Individual and Social hygiene, Greenery.

  
**PRINCIPAL**  
**Godutai Doddappa Appa**  
Arts & Commerce College, KALABURAGI



**IQAC MEETING WITH HOSTEL GIRLS HELD ON 10<sup>TH</sup> AUGUST, 2016 AT 3:30 PM**

**AGENDA OF THE MEETING:**

A meeting was convened with hostel girls of the college with regard to their problems.

**VENUE OF THE MEETING: Lecture Hall No: 1**

**MEMBERS PRESENT**

- 1 Dr. Neelambika Sherikar
- 2 Smt. Savitri Jambaldinni
- 3 Smt. Shantala Nisty
- 4 Smt. Shridevi Harwal
- 5 Smt Janaki Hosur.
- 6 Smt Vidya Reshmi.

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| <ol style="list-style-type: none"><li>7. Chaitra Pandit</li><li>8. Megha Deshmukh</li><li>9. Jakkamma</li><li>10. Bhagyashree</li></ol> |
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**PROCEEDINGS OF THE MEETING:**

1. The meeting commenced with a welcome address, followed by a brief introduction of the agenda of the meeting.
2. The Chair addressed the members as well as students with regard to the hostel atmosphere, cleanliness, food, health and the power supply. She also reflected upon doctor's visit, parents and relatives' visit to the campus.
3. The chair also spoke about security facilities and stressed upon nutritious food supply.
4. The students did respond to the chair's queries and try to convince and assure their presence in the college and the hostel.
5. Students came up with certain issues like supply of books in the hostel for their reference.

  
**PRINCIPAL**  
**Godutal Doddappa Appa**  
Arts & Commerce College, KALASURAGI

**IQAC MEETING ON INTERNAL ASSESSMENT TEST ON 20<sup>th</sup> AUGUST, 2016 AT 04:30 PM**

**AGENDA OF THE MEETING:** The meeting was called to discuss Internal Assessment Tests and its preparation.

**VENUE OF THE MEETING:** Principal's Chamber

**MEMBERS PRESENT:**

1. Dr. Neelambika Sherikar
2. Smt. Shantala Nisty
3. Savitri Jambaldinni
4. Smt. Shashikala P
5. Smt. Shridevi Harwal
- 6 Smt. Janaki Hosur

- 7 Dr. Indira Shetkar
8. Dr. Seema Patil
9. Shri. N.S. Hugar
10. Smt. Jagadevi K.
11. Shri. Krupasagar G.
12. Shri. Hanmanth Khajuri
13. Smt. Ansuya B.
14. Shri. Iranna Swadi
15. Shri. M.L. Indi

**MEMBERS ABSENT:**

1. Smt. Vijayalaxmi
2. Shri. Siddalingareddy

**PROCEEDINGS OF THE MEETING:**

1. The meeting commenced with a welcome address by Exam Committee Coordinator, followed by main agenda of the meeting.
2. The chair addressed the gathering and discussed the modalities for conducting internal exams.
3. The chair also advised members to follow university question paper pattern while framing question papers, to submit marks list as soon as possible.
4. Members participated in the discussion and expressed their views about seating arrangements, question paper pattern and exam dates.

**ACTION TAKEN REPORT:**

1. It was tentatively decided to conduct tests in the last week of August and September.
2. As part of our continued green initiatives, it was decided to avoid print of question papers and was decided to either read out or write questions on the board.
3. The Exam committee to prepare the time table and notify to faculty and students.
4. It was notified by the Principal that all the faculty members be available during exams for invigilation work.



**PRINCIPAL**

**Godutai Doddappa Appa**  
Arts & Commerce College, KALABURAGI

**IQAC MEETING WITH STUDENTS (SC, ST, OBC) ABOUT SCHOLARSHIPS) ON  
31<sup>st</sup> AUGUST, 2016 AT 11:30 PM**

**AGENDA OF THE MEETING:** The meeting was called to discuss scholarships and its information.

**VENUE OF THE MEETING: ROOM NO.1**

**MEMBERS PRESENT:**

1. Dr. Neelambika Sherikar
2. Smt. Savitri S. Jambaldinni
3. Shri Iranna Swadi
4. Smt Shantala Nisty
5. Smt Vidya Reshmi
6. Smt. Meenakshi P.
7. Shri R. S Palekar
8. Smt. Ansuya B.

**PROCEEDINGS OF THE MEETING:**

1. The meeting commenced as usual with welcome note by the Coordinator, followed by the agenda of the meeting briefly highlighted by the Coordinator.
2. The Chair addressed about the scholarships schemes available to students with regard to merit/general and for other educational purpose that the student would make avail of it and the given financial assistance should be properly utilized for book purchase and other study purpose.
3. The Office Superintendant, Smt Vidya Reshmi briefed about the scholarship format filling procedures and the necessary evidential documents required. The students have to submit online and submit the copy of it to the college office.
4. Smt. Meenakshi P, the non-teaching office staff, highlighted the other Scholarships for the students to avail –like –Scholarships for SC, ST, BCM/OBC, Minorities, Sanchi Honnamma, Physically Handicapped, Military, City Corporation Scholarships, and Labour scholarship.
5. Any queries or problems related to format clarification or about scholarships to be clarified or solved by the non-teaching staff.

The meeting was concluded by vote of thanks.

  
**PRINCIPAL**  
**Godutai Doddappa Appa**  
Arts & Commerce College, KALABURGI



**IQAC MEETING ON THE EVE OF PUNYATITHI OF POOJYA. DODDAPPA APPA HELD ON 6th SEPTEMBER, 2016 at 4:30 pm.**

**AGENDA OF THE MEETING:** The agenda of the meeting was to discuss activities to be conducted on the eve of Punyatithi of Poojya Doddappa Appa on 10<sup>th</sup> September, 2016 and the preparation of the celebrations.

**VENUE OF THE MEETING:** Principal's Chamber

**MEMBERS PRESENT:**

1. Dr. Neelambika Sherikar
2. Smt. Savitri Jambaldinni
3. Smt. Shantala Nisty
4. Smt. Shridevi Harwal
5. Dr. Siddamma G.
6. Smt. Shashikala P.
7. Shri. N.S. Hugar

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| <ol style="list-style-type: none"><li>8. Smt. Jagadevi K.</li><li>9. Dr. Indira Shetkar</li><li>10. Dr. Seema Patil</li><li>11. Shri. Siddalingareddy</li><li>12. Smt. Ansuya B.</li><li>13. Smt. Janaki Hosur</li><li>14. Shri. Krupasagar G.</li><li>15. Shri. Iranna Swadi</li><li>16. Shri. Hanmanth Khajuri</li><li>17. Shri. M.L. Indi</li></ol> |
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**MEMBERS ABSENT:**

1. Smt. Vijayalaxmi
2. Shri. Siddaram Patil

**.PROCEEDINGS OF THE MEETING:**

The meeting began with a welcome address by the Principal followed by the main agenda of the meeting.

1. The Chair discussed with members regarding the activities to be conducted on the eve of Punyatithi of Poojya Doddappa Appa.
2. The Chair addressed the members to organize competitions for students relating to literary, sports, fine arts, music.
3. The chair emphasized on more involvement of students in these activities for holistic development of their personality.
4. The chair also spoke about continuing students' HB test, medical check up this year as well on the eve of Punyatithi of Poojya Doddappa Appa.
5. The members also took part in the discussion and shared their views about organizing the function and also to motivate students' participation in the competition and other curricular activities.

**ACTION TAKEN REPORT:**

1. It was decided that cultural committee would be the single point of contact for circulating notice, enrolling students and conducting the events.
2. Members decided to invite an eminent personality to deliver special lecture on the life & contributions of Poojya Doddappa Appa and draw inspiration from their personality.
3. To encourage students' participation, it was decided to felicitate winning students with Trophy, Shields etc., and motivate students' active spirit.
4. It was also decided to prepare agenda and other necessary arrangement of the celebrations.

  
**PRINCIPAL**  
**Godutai Doddappa Appa**  
Arts & Commerce College, KALABURGI



**IQAC MEETING FOR ALUMNI MEET PROGRAMME ON 18<sup>TH</sup> SEPTEMBER, 2016 AT 03:00 PM:**

**AGENDA OF THE MEETING:**

The agenda of the meeting was to plan to conduct Alumni Meet for the year 2016-17 and discuss activities to be carried on.

**VENUE OF THE MEETING:** Principal's Chamber

**Members Present:**

1. Dr. Neelambika Sherikar
2. Smt. Savitri Jambaldinni
3. Dr. Seema Patil
4. Smt. Shridevi Harwal
5. Smt. Shantala Nisty
6. Dr. Siddamma G

7. Shri. Puttamani
8. Shri. Iranna Swadi
9. Smt. Vidya Reshmi
10. Shri. D.V. Anakal
11. Shri. Krupasagar G
12. Shri Hanumanth K
13. Shri Siddalingareddy

**Member Absent:**

1. Shri. P.S. Hiremath
2. Smt. Meenakshi. P
3. Smt Ansuya B.

**PROCEEDINGS OF THE MEETING:**

1. The meeting started with a welcome note by the coordinator and followed by an introductory speech by the Principal.
2. Chair briefed about the role of alumni for institutional growth, their professional progress in their respective career, to make aware of their responsibilities towards institution, to share their knowledge and make contributions towards institution's growth, their impressions about the college, suggestions and support for the holistic development of the institution, initiation to form alumni association.
3. All the members participated in the discussion and provided their inputs as to the preparation of the programme.

**ACTION TAKEN REPORT:**

1. To locate and establish communication with alumni, temporary committees were formed and roles and activities are assigned.
2. It was decided to organize Alumni Meet on 18<sup>th</sup> September, 2016.
3. The committee specially formed was assigned the work of tracking the students progress in their career.

  
**PRINCIPAL**  
**Godutai Doddappa Appa**  
Arts & Commerce College, KALABURAGI

**IQAC MEETING WITH THE RESEARCH COMMITTEE HELD ON 6<sup>th</sup> OCTOBER, 2016 AT 03:30 PM.**

**AGENDA OF THE MEETING:** The meeting was called to discuss the undertakings of Research Committee with reference to publication and other aspects of the research journal.

**VENUE OF THE MEETING:** Principal's Chamber

**MEMBERS PRESENT:**

6. Dr. Neelambika Sherikar
7. Smt. Shridevi Harwal
8. Dr. Seema Patil
9. Dr. Siddamma Guded
10. Smt. Shantala Nisty

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| <ol style="list-style-type: none"><li>6. Smt. Janaki Hosur</li><li>7. Dr. Indira Shetkar</li><li>8. Smt. Savitri Jambaldinni</li><li>9. Shri N.S. Hugar</li><li>10. Smt Jagadevi K.</li><li>11. Shri. Iranna Swadi</li></ol> |
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**MEMBERS ABSENT:** NIL

**PROCEEDINGS OF THE MEETING:**

1. The meeting began with welcome speech by the Executive Editor, Smt Shridevi Harwal, followed by the introduction of the agenda.
2. The chair spoke on the significance of research and its outputs without which the study is incomplete and it should be followed by publications.
3. The chair advised the faculty members to participate actively in the academic achievements and also promote the same research writings, creative writings from your research experiences amongst the students by giving some creative assignments. The students who seemed to be excluded and this gap needs to be very actively addressed by the faculty members. So that our purpose is to make them write independently would become consistent with our initiating in improving the standards of writing and reading skills.
4. The Chair also tried to know the number of articles published by each teacher and also stressed on the point of book publications and advised all the faculty and also non- teaching members to contribute articles exclusively about our President to dedicate on his birthday celebrations.

**ACTION TAKEN REPORT:**

1. It was decided that the teachers be involved in research activities by taking along the students, despite the poor standard; an attempt be made to raise their standard of writing by engaging them in various creative writings.
2. It was also decided to make the students engage in research through giving study projects related to syllabus, organize research programmes or training to provide a platform to participate actively in the production of existing knowledge.
3. It was also planned to conduct seminars for students at least annually to motivate enthusiasm for learning and to provide a forum to meet peers from many other institutions, also to encourage and promote creativity and productivity in writing of original research papers in areas like self-composed poetry, essay, and story writing by holding competitions.
4. It was also decided to imbibe writing culture and encourage for publications of articles in the local print media.
5. P G Students are motivated and encouraged to write articles in the local print media.
6. Many of the teaching members have been participating in the discussions which are relayed on FM Radio. Some of them (teaching faculty and students) have presented Radio talks on different topics.

  
**PRINCIPAL**  
**Godutal Doddappa Appa**  
Arts & Commerce College, KALABURAGI



**IQAC MEETING ABOUT SYLLABUS COMPLETION AND CONDUCTING OF REVISION CLASSES HELD ON 18th OCTOBER, 2016 AT 04:30 PM**

**AGENDA OF THE MEETING:** The meeting was convened to discuss the status report of the syllabus completion and to conduct revision classes.

**VENUE OF THE MEETING:** Principal's Chamber

**MEMBERS PRESENT:**

1. Dr. Neelambika Sherikar
2. Smt. Shantala Nisty-SWO
3. Smt. Shridevi Harwal.
4. Smt. Savitri Jambaldinni
5. Dr. Indira Shetkar
6. Shri. N.S. Hugar
7. Smt Jagadevi K.

8. Dr. Seema Patil
9. Shri. Siddalingareddy
10. Shri S.S.Patil.
11. Shri. Krupasagar G.
12. Shri. Iranna Swadi
13. Shri Siddaram Patil
14. Smt Veena Math
15. Shri. M.L.Indi
16. Dr. Siddamma G.

**MEMBERS ABSENT:**

1. Smt. Janaki Hosur
2. Smt. Shashikala P.

**PROCEEDINGS OF THE MEETING:**

1. The meeting commenced with welcome address by IQAC member, Smt Shridevi Harwal, followed by the agenda of the meeting.
2. The chair, in her address to the faculty members enquired about the syllabus status, told about the classroom teaching-learning-assessment approaches to the syllabus outcomes, facilitating students towards thorough revision and prepare them for better performance, progress and achievement.
3. The chair reflected upon to provide various opportunities to students to display their knowledge in different ways and these in turn would be used as key references points to judge students' progress and achievement.
4. The Principal also advised the faculty members to pay more and individual interest to slow learners, weak students and plan an effective learning and assessment activity-based strategy.
5. The faculty members participated in the discussions and suggested that the classroom activities and assessment should be clearly related to syllabus outcomes.

**ACTION TAKEN REPORT:**

1. It was decided that the revision to be started immediately from 20<sup>th</sup> October onwards soon after the completion of the syllabus.
2. The revision coaching would be based on the learners-centric including revision tests, discussions, presentations practical tasks, assignments writing until final examinations.
3. It was decided to devise rigorous revision classes and practices to achieve good results.
4. It was also decided to obtain feedback including self- assessment, peer-assessment and resubmissions to make thorough preparation.

  
**PRINCIPAL**  
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Arts & Commerce College, KALABURAGI

**IQAC MEETING TO REVIEW NAAC WORK HELD ON 2nd NOVEMBER, 2016 AT 11:30 AM:**

**AGENDA OF THE MEETING:** The meeting was convened to review NAAC work and the evidential documents.

**VENUE OF THE MEETING:** Principal's Chamber

**MEMBERS PRESENT**

1. Dr. Neelambika Sherikar
2. Smt. Shantala Nisty-SWO
3. Smt. Savitri Jambaldinni
4. Smt. Janaki Hosur
5. Dr. Indira Shetkar
6. Smt. Jagadevi K
7. Shri N.S. Hugar.
8. Dr. Siddamma G.

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| <ol style="list-style-type: none"><li>9. Dr. Seema Patil</li><li>10. Shri. Siddalingareddy</li><li>11. Shri S.S.Patil.</li><li>12. Shri. Krupasagar G.</li><li>13. Shri. Iranna Swadi</li><li>14. Shri Siddaram Patil</li></ol> |
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**MEMBERS ABSENT:**

1. Smt Shashikala P.
2. Shri M. L. Indi

**PROCEEDINGS OF THE MEETING:**

1. The meeting commenced with welcome note by IQAC member, Smt. Savitri S. J. followed by the agenda of the meeting.
2. The Chair addressed faculty members about the progress of the NAAC work.
3. The Principal tried to seek the information from coordinators of the criterion- wise assigned work along with supporting documents.
4. There was long discussion with the members regarding the status of the documentation.
5. The members contributed their views with regard to their assigned work.

**ACTION TAKEN REPORT:**

1. It was decided to complete the unfinished tasks during the vacations and necessary changes and suggestions were incorporated.
2. It was decided to have follow-up meeting again to review the progress of the work.
3. The documentation files related to research, teaching-learning and extension files were checked and were suggested to add and complete within the time frame.

**PRINCIPAL**  
**Godutai Doddappa Appa**  
Arts & Commerce College, KALABURAGI



## **Proceedings and Action Taken Report of Meetings under IQAC** **(2017-2018)**

**IQAC Meeting was held on 18-07-2017 with President.**

### **Agenda of the meeting**

It was called to discuss the recommendations of the NAAC peer team, to prepare a plan for organising National seminars, instrumental requirements, library books, and to conduct Inter-Collegiate Yoga tournament and selection trials, and other academic planning's for the development of the students and faculty.

### **Proceedings of the meeting;**

- The meeting conveyed with the welcome address by the principal, followed by the introductory remarks by the IQAC Co-ordinator, presenting of recommendations of the NAAC peer team, followed by the discussion.
- The president shared his view about the recommendations of the NAAC per team, at the outset, he advised the faculty members to adopt and incorporate new and advanced mechanism of mentoring system for the students, to undergo special trainings for the good results.
- He also addressed the members to prepare the students for the competitive exams and tests, advised to teachers enrich students' knowledge by adopting innovative, constructive and productive teaching learning process.
- He stressed upon the point of leading students towards research based activities in the classroom as well as in their field of study teaching. He also advised the teachers to pay more attention, individual attention to slow learners, weak students, work to raise their standards. He also said to adopt global practice, concepts, ideas along with the traditional teaching learning process.
- He also reflected upon the point of upgrade and update digital skills in their day routine work to avoid human error and also to avoid slow, delayed kind of work. He further said to undergo training required to more adoption with the latest technical development.

  
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- In response to the proposal mentioned in the agenda he guided and dictated the members to organise seminars and conferences of research oriented that should cater to the regional needs. Few of the proposed plans followed in the agenda for the approval and discussed by the concerned subject faculty members in the meeting.
- The meeting was ended with the vote of thanks by the Co-ordinator.

### **Teacher Council Meeting on 20-07-2017 with Principal.**

#### **Agenda of the meeting**

It was to discuss academic planning of the present year and plan the activities as follows;


- To initiate activities based on innovative learning research oriented skills related to students personality development.
- To conduct activities under NSS, Sports, Literary, Cultural respective departments.
- Extension activities, social exposure to community learning academic performance of the students.

#### **Proceedings of the meeting;**

- The meeting began with the welcome speech by the staff secretary followed by the agenda of the meeting.
- The chair addressed members about the recommendations of the peer team (NAAC) and the president's directions to be integrated in the teaching learning process.
- The chair also reflected upon the students-centric, skill oriented courses/activities developmental, employable action plan to device.
- The chair also insisted upon the holistic development of the students should be the main concern of the teacher and make them to get exposure to surroundings.
- Curricular, co-curricular and extra-curricular learning skills to be embodied in the teaching learning process.

#### **Action taken;**

- It was decided that all the heads of the departments would be responsible for structuring their departmental calendar.

  
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- It was decided to undertake extension activities, field work, certain certificate courses, language skills courses, and also concern academic counselling and advising.
- The counselling committee would devise the various programmes related to academic and career counselling.
- The co-ordinators, cell committee members have been retaining with slight changes in the members list.
- They have been advised to meet regularly along with their peer members to design their proposal departmental, cells, committee activities for the current year and to have follow up meetings as and under required and the activities to be recorded in the document form.
- The different activities like-students exchange programme, students seminars, and workshops, teaching plan, work done dairy, and teacher exchange programme have been decided to incorporate in the department.
- It was decided to design and carry out various activities of the department in a time bounded manner for better results.

### **IQAC Meeting with the Secretary on 9-08-2017**

**Agenda of the meeting;** The meeting was conveyed on 9-08-2017 to deliberate upon the following topics;

- To start new UG Subjects like Geography, Computer Application etc.
- To discuss on the proposals, peer team recommended topics
- Any other discussion and interaction with the teaching and non teaching members.

### **Proceedings of the meeting;**

- Meeting began with the welcome speech by the IQAC Co-ordinator followed by the main agenda of the meeting.
- The chairperson of the IQAC, principal outlined the topics of the meeting in detail.
- The chair addressed about the need for the new subjects to be introduced like Computer application, Journalism, and Mass-Communication, Geography along with the traditional subjects already offered.
- The chair reflected upon the exposure of the students towards the global present time requirements and to students' development in enriching knowledge and skill.
- The chair also reflected upon the peer team recommendations of the Third Cycle accreditation.
- The Hon'ble secretary addressed the members gathered to work towards generating good practices of innovative calibre, motivate students towards arts subjects.



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- He also advised the teaching faculty and non-teaching members to keep updating their knowledge and skills and also to keep record of all their events, activities of their work on the same day.
- He further added about the importance of modern learning and technology for effective teaching.
- The members participated in the discussion, debated and made observations.

### **Action Taken;**

- As per the advice of the secretary it was decided in the meeting to send proposals within their month to the affiliating university, Akkamahadevi Women's University, Vijayapura to sanction new subjects- Computer application, Geography, Journalism, to the existing BA optional subjects fulfilling their formal, official requirements.
- As per the views of the chairperson and advises of the secretary it was decided to refer to the revised guidelines of the during of the NAAC to make certain changes in the IQAC formation, as per the academic needs and availability.
- The proposal for the new subjects in BA Course was sent on 21-10-2017 along with re allowance of fee for their subjects to the affiliating university vijayapura.
- After the recommendation/Report of the local interrogations committee submitted on 9-01-2018 council/Committee meeting on 15-3-2018 and recommendations of the syndicate meeting on the same day i.e 15-03-2018 the proposed subjects sanctioned letter dated 28-03-2018 was received on 10-4-2018.
- According to the new subjects of BA course to be offered as;
  1. Computer application
  2. Geography-History, Kannada
  3. Journalism, History, Kannada with Twenty students' intake for each combination for the academic year 2018-2019 onwards.
- Hence the newly sanctioned subject combinations have been included along with our regular combinations of subjects offered combinations of subjects for the admissions.

### **Meeting with the students on 08-08-2017**

#### **Agenda of the Meeting;**

A meeting was convened on 8-8-2017 to discuss the following points;

- To conduct student's election for student academy.

  
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- To organise orientation i.e. total Quality Management programme for first year students.
- To discuss activities to be undertaken related to syllabus, co-curricular and extra-curricular activities'.
- Any other topics, issues that are students wish to share.

### **Proceedings of the meeting:**

- The meeting convened with the welcome speech by the students' advisor, followed by the introductory remarks about the conduct of meeting.
- The advisor about the academic activities of the college for the students after the conduct of election of the students'.
- The advisor also reflected upon the IQM programme for the fresher's and the participation of the senior students' in the programme.
- The Prof. Shantala Nihsty addressed the students about their active participation in all the activities of the college, the activities will be covered as per the calendar of events as well as according to departmental plans.
- Also she briefed about the facilities of the current year- scholarships, counselling, career, skill development, competitive exams, journals' and reference books, the list of the academic activities was read out by the advisor SWO and IQAC Co-ordinator.
- The students also shared their views about their issues.
- The examination committee members discussed about the internal assessment test scheduled on 3<sup>rd</sup> to 5<sup>th</sup> August 2017 and II internal test to be conducted from 12<sup>th</sup> to 14<sup>th</sup> September, 2017.
- Celebration of 34<sup>th</sup> Punyasmaranostava of Poojya Doddappa Apps to make the occasion several extension activities were held like Tree plantation programme, by the students, Competitions' like literary, music, painting were held.
- Meeting with the students including meeting with SC/ST (meeting recorded separately) meetings, with girls, common meetings, held in the month of August and September, revised syllabus, to discuss academic programmes.

### **Meeting with Principal on 16-01-2018 regarding DCF-II of MHRD's AISHE.**

#### **Agenda of the Meeting:**

- To discuss about the institutional data of the year 2017-18.
- To discuss TIF i.e. Teachers' Information Format including permanent as well temporary, guest lectures.

  
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### **Proceedings of the Meeting;**

- The meeting started with the introductory outlining of DCF-II format of AISHE brief explanation of inputs data required to be collected by the IQAC Co-ordinator.
- The chair of the meeting, principal addressed the members to go through details of the DCF-II format and provide in time all the required data as it is tagged with IQAC the message from MHRD was given in the month i.e. January 2018.
- The chair advised the members to give accurate data of the faculty, students' strength, results, scholarships, library books and journal information, infrastructural details, financial information and NAAC accreditation status.
- TIF- information about the teaching faculty is very important and correct details and inputs to be considered carefully.
- The members present in the meeting participated in the meeting with their discussions and views.

### **Action Taken;**

- It was decided in the meeting that a three days timeline to fill the inputs of the data.
- The necessary data to be collected and verified before the final upload.
- Accordingly the DCF-II and TIF filled correctly was submitted on 25-02-2018 and it was uploaded on the AISHE portal on this date 4<sup>th</sup> March, 2018 because the uploading data was extended, hence the data was uploaded on the above said data after through verification and scrutiny.

### **IQAC Meeting with the Students on 27-01-2018**

#### **Agenda of the meeting;**

A meeting was convened on 27<sup>th</sup> January, 2018 to discuss the activities for the semester academic as well as other extension activities.



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### **Proceedings of the meeting;**

- The meeting convened with the welcome address by the advisor followed by the brief introduction to the meeting by the various committee needs.
- The chair addressed the students about the results of BA./B.Com III and V semester results.
- Discussed about the revised syllabus of the English and kannada subjects, the availability of the text books for BA/B.Com II semester at the Akkamahadevi Women's University, Vijayapura.
- The concerned faculty members addressed the students about the text books collection from class representatives.

### **Action taken;**

- It was decided that with regard to academic activities- certificate Courses conducted by the various departments were discussed like computer course, tailoring, communicative English, Kannada classes, PGCET courses free for CA classes organising.
- It was also decided that Students' seminar (Inter-collegiate) on Article 371(J) by the Department of Economics and Political Science was decided.
- The concerned departments were assigned the task of preparation for the Inter-collegiate students seminar, regional level seminar on the implementation of 371(J) Article.

### **IQAC Meeting with the Students on 17-02-2018**

#### **Agenda of the meeting:**

It was to discuss and resolve the following issues;

- Internal Assessment Test I to b held from 23<sup>rd</sup> to 25<sup>th</sup> February, 2018.
- Second internal Assessment Test scheduled from 31<sup>st</sup> March to 3<sup>rd</sup> April, 2018.

  
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- Separate classes for Communicative English for B.Com First year students to be conducted.
- Syllabus completion of all subjects uploaded.

### **Proceedings of the meeting:**

- The meeting began with the welcome address by the IQAC co-ordinator followed by the detailing of the academic activities to be held.
- The examination committee members placed before the chair, the scheduled timetable for the conduct of Internal Assessment Tests, evaluation process and the entry of works.
- The chair advised the members to address the time schedule, evaluation and timely submission of test reports to the office.
- As per the students demand communicative English classes for B.Com First year will be conducted separately.
- Students participated in the discussion and updated their activities report.

### **Action Taken:**

- It was decided that the students' academy members and the cultural committee members decided to celebrate International Women's Day on a grand scale.
- The different committee members submitted their declared out, scheduled activities before the chair and the IQAC to review and provide inputs and guidance.
- The chair decided and advised the members and students present to participate in the academic achievements and activities.
- The IQAC senior member reflected on the reviewing the activities that the programmes, activities to be well organised within the timeline update to be strictly addressed to and to make an attempt to raise the standard of creating skills of the students by enlarging their various creative activities in field of academic.

## **IQAC Meeting with the Students on 28-02-2018**

### **Agenda of the meeting:**

This meeting was convened with the Hostel Girls to discuss their issues and problems and address the same;

- Use of mobile during the night
- Quality of food and water supply
- Night time attendance

  
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### **Proceedings of the meeting:**

- The meeting convened with welcome address by the IQAC Coordinator followed by the introductory remarks and the main agenda of the meeting.
- The chair discussed about continue availability of electricity and water, quality of food and cleaning drinking water, hygiene and cleanliness in the premises and other important matters of the hostel.

### **Action Taken Report**

- Use of mobile during the night time was fixed to only half an hour time allotted to use their mobiles.
- Quality of food and water supply was redressed.
- Dinner timings at night was fixed at 9:30pm
- Visiting hours for the parents and guardians was fixed to 8:00pm to 8:30pm
- Conducting of special coaching classes in the evening for hostelites was scheduled.

### **IQAC Meeting with the Students on 27-03-2018**

**Agenda of the meeting;** A meeting was called to discuss the following activities;

- To Review the academic activities
- To plan and execute the cultural Fest (Yearly)
- To organise students workshop, seminars
- To schedule First and Second Internal Assessment Test (23<sup>rd</sup> to 25<sup>th</sup> Feb, 31<sup>st</sup> March to 3<sup>rd</sup> April, 2018).
- To deliberate upon one day Chakur Trip, picnic for the final year students.
- To conduct activities for the annual social gathering (17<sup>th</sup> April, 2018).
- Farewell programme organisation for final year BA and B.Com students.

IQAC Co-Ordinator

  
Principal  
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## **Proceedings and Action Taken Report of Meetings under IQAC**

**(2018-2019)**

### **IQAC Meeting with Teaching Faculty on 29-06-2018**

#### **Agenda of the meeting;**

The meeting was conducted to discuss the following points

- Mentoring
- Revised new syllabus
- Teaching plan
- Time-table
- Work done dairy
- Departmental plans
- Teachers' exchange programme
- Extension activities
- Department wise seminars, conferences, regional, state, national and international.
- Cells and Committees work.

For students;

- Certificate Course
- Students Exchange programme
- Workshop/seminars
- Field work study visits/ Field projects through MOU's
- Career counselling, academic advising.
- Research related enrichment activities
- Remedial classes for slow learners general activities to be undertaken at the college level
- Incubation centre
- feedback

#### **Proceedings of the meeting;**

- The meeting convened with welcome address by the IQAC Coordinator followed by the introductory remarks and the main agenda of the meeting.
- The chair addressed the members to devise academic activities to be carried out for the current year. The heads of the department is to hold meetings to plan the departmental events and activities.
- The chair advised the department to maintain and keep record of revised syllabi, teaching plan, work done diary, time table including the departmental time table as well as individual.

  
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- The chair also addressed about the plan to organise regional, state, national and international seminars and conferences.
- The chair also highlighted on the management information system, to be prepared upgraded and installed.
- The departments to conduct meeting of its members every month to keep records of the status report of every event and activities conducted.
- MOU's for teacher exchange programme to be planned to share the knowledge by inviting resource persons from local as well as out station colleges like- VG Women's College, Govt Women's College, Sharanabasveshwara Arts and Commerce College, MSI College, Sharda Vivek College, Bi Bi Roza College, Pillo Homi Irani College, Ambedkar Degree College
- The Chair reflected upon the students related activities- Starting up of certificate courses, classroom activities like- Seminars, Workshops, Projects, Group discussions to be assigned to the students to explore students to the world around.

#### **Action taken:**

- It was decided that placement cell to be activated to organise campus drives once in a year it should be training come result oriented
- With regard to NAAC new format of RAR was discussed, timelines for submission of annual reports, students satisfaction survey (SSS) was discussed.
- Further Peer team recommended structured mentoring programme to be activated.

### **Meeting with the President on 08-07-2018**

#### **Agenda of the meeting;**

A meeting was convened to convey the information about the academic progress made in the preceding year, plan and chalk out future/further developmental projects for the students as well as teaching faculty members, and also to discuss overall administration of the college.

#### **Proceedings of the meeting;**

- The meeting started with the welcome speech by the IQAC/NAAC Co-ordinator, followed by the Principal's presenting the progress achieved last year teaching faculty's research studies.
- Paper presentations, Articles, Publications, books publications, PhD Research completion.
- Students achievements in the various activities –Literary, Sports and cultural performance of the students in the annual examinations and also updated the non-teaching staff deputed for trainings
- The senior teaching member presented their views about the quality enhancement in the teaching learning process and adoption of innovative methods in teaching.



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- The president addressed the meeting present in the form guidelines and advises teachers to aim at greater standard of excellence and continuously work on improvement plans for the betterment and to yield good results.
- The chair emphasised on teaching initiatives for a qualitative improvement in the teaching learning process with objective of integrity the students to the process of social empowerment.
- He further informed the members to examine and evaluate the recent initiative is taken to evaluate the quality in HEI's and its impact on the society.
- In his address to the teaching members, the president spoke on the parameters and indicates the relevant to the quality in HEI's and also stressed on the importance of assessment and accreditation of colleges.
- He also informed the members to motivate the students towards research studies to prepare them global learning to go for any kind of jobs.
- Learn and earn should began at the UG level, students should make their living through the education, skill oriented course i.e., imposed by the teachers powered by the institution.
- A teacher should lead a child towards a broader concept of knowledge to explore the depths of it through research studies and so on.
- The chair also advised the faculty members to update the skills to make the students resourceful and he or she should make out of the college fully armed with courses of research output in order to make the students employable to lead independent living.

### **IQAC Meeting with SC/ST Students on 04-08-2018**

#### **Agenda of the meeting**

This meeting was held at 11.30 am which was attended by all the BA/ BCOM SC, ST Students and the faculty members.

#### **Proceedings of the meeting;**

- The chair addressed the students about the Government in the form of scholarship for all the reservation groups of students, books, or any kind of assistance to get availed from the institution.
- The office bearers read out the list of schorships and gave them the details of filling the forms and the last dates.

### **IQAC Meeting with Hostel Girls and Warden on 30-08-2018**

#### **Agenda of the meeting:**

  
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This meeting was convened with the Hostel Girls to discuss their issues and problems and address the same;

- Maintenance of Hygiene and Cleanliness
- Quality of food and water supply
- Night time attendance

### **Proceedings of the meeting:**

- The meeting convened with welcome address by the IQAC Coordinator followed by the introductory remarks and the main agenda of the meeting.
- The chair discussed about continue availability of electricity and water, quality of food and cleaning drinking water, hygiene and cleanliness in the premises and other important matters of the hostel.

### **Action Taken Report**

- Quality of food and water supply was redressed.
- Conducting of special coaching classes in the evening for hostelites was scheduled.
- Dinner timings at night was fixed at 9;30pm
- Visiting hours for the parents and guardians was fixed to 8;00pm to 8;30pm

## **IQAC Meeting with Teaching Faculty on 29-06-2018**

### **Agenda of the meeting:**

The following points were discussed in the meeting;

- Prior to the meeting students academy kalavani meeting related to elections for the students was convened on 13-07-2018 which was attended by all the faculty members including guest lecturers and non-teaching faculty members.

### **Proceedings of the meeting:**

- Election for the students' academy was scheduled on 14-07-2018. Accordingly meeting was convened on 7-07-2018 to assign portfolios and to discuss various activities to be undertaken under different committees.
- Organisation of TQM programme, fresher's day celebration and students' academy information programme was scheduled on 16-08-2018.

  
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- Status report of the syllabi completion of all the BA and B.Com classes were discussed with the class representatives.
- First internal assessment test was scheduled from 23-08-2018 to 25-08-2018.
- Students' participation in kalavani yuvajanostava organised by Akkamahadevi Women's University Vijayapura was reflected upon.
- The details of the programme schedule of the Yuvajanostava were discussed and students were motivated to take part in all the competitions.
- Other issues of the cleanliness maintenance in the college premises, proper use of water and electricity and also computer systems in our computer labs was discussed and students were advised to take judicious use of their basic needs.

### **IQAC Meeting with Students on 01-09-2018**

#### **Agenda of the meeting;**

Students meeting were convened in association with Students Academy "Kalavani" on 1-09-2018 at 3:30pm to discuss the following;

#### **Proceedings of the meeting:**

- Celebration of Teacher's Day; various competitions and role play by students, celebration of Ganesh Chaturti, competitions like, making Ganesh idols out of clay, exhibition and sale and cultural activities organised mark the occasion.
- Celebration of Punyasmaranostava of the Founder President, Param Poojya Doddappa Appaji- Competitions like literary, sports and cultural activities scheduled from 18-09-2018 onwards.
- Second Internal Assessment Test schedule was discussed.
- Students' participation in "Youth Festival" organised by the Akkamahadevi Women's University Vijayapur on 23-09-2018 was discussed.

### **IQAC Meeting with Students on 29-09-2018**

**Agenda of the meeting:** A meeting of students was held on 29-09-2018 at 3:30pm in principal's chamber. The meeting was attended by principal, IQAC Co-ordinator, students Welfare Officer, Student Academy Advisor and Student Academy Member.

**Proceedings of the meeting:** The following points were discussed;

- Filling of examination forms and fees for the semester end
- The Class Representatives reflected upon the 90 to 95% of completion of syllabus of BA and B.Com classes.



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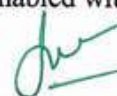
- The Second Internal Assessment Test and date was finalised, the test to be held from 5<sup>th</sup> to 7<sup>th</sup> September, 2018.
- Students were strictly instructed not to use mobiles. The Class Representatives were warned to see to the matter and bring to the notice of the principal or senior teaching faculty.
- The deadline was fixed to complete the syllabus to give time for the preparation and also to revise the syllabus. The last date 15-09-2018 was finalised to complete the syllabus.
- The teachers were advised by the chair to prepare and revise the syllabi by giving them rigorous assignments- writing as well as discussion.

### **IQAC Meeting with Teaching Faculty on 03-01-2019**

**Agenda of the meeting:** A meeting was held on 3<sup>rd</sup> January, 2019 at 2:30pm to reflect upon the revised accreditation frame work (AQAR and SSR) and to discuss academic activities to be undertaken for students.

### **Proceedings of the Meeting:**

- The meeting started with the welcome address by the NAAC/IQAC Co-ordinator followed by the introductory remarks about the revised framework accreditation.
- The chair principal highlighted about the online submission of annual reports and self study reports. The revised guidelines have come into effect in 2018. NAAC has revised the guidelines for the IQAC and submission of AQAR in accredited institutions.
- With regard to this it is essential that everybody should be sensitized with this modified revised framework of AQAR and SSR.
- The Co-ordinator reflected upon the guidelines of IQAC and submission of AQAR format which has been modified with new methodology.
- The revised assessment an accreditation framework depicts that an explicit paradigm shift making it ICT enabled.
- From qualitative peer judgement to data based quantitative indicator evaluation.
- Extensive use of ICT confirming robustness.
- Simplification of the process, drastic reduction in number of questions, size of the report, visit days.
- Pre- qualifier for the peer team visit as 30% of system generated score(SGS)
- Introducing SGS with combinations of online evaluation about 70% and peer judgment about 30%.
- Introducing the element of third party validation of data.
- Revising several metrics to bring in enhanced participation of students and alumni in the assessment process.
- The process of assessment- Three level Accreditation process- more ICT enabled with student satisfaction survey and data verification and validation.



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- The first level submission of IIQA similar to LOI- to specific windows opened in an year may-June and November-December- Second AISHE reference Code is mandatory- Second level is DVV and pre-Qualifier score.
- SSS- main stakeholder in Quality Assurance Process. The SSS conducted concurrent to the DVV.
- On site assessment- peer review by visiting teams
- SSR used for the onsite and offsite evaluation.
- The grading pattern- introduction of grade qualifies.
- Timelines for A&A process- IIQA- Online submission of SSR.
- The yearly submission of AQAR.

#### **Action taken report**

- It was decided that the activities to be undertaken were discussed as per the requirements of revised format.
- The academic activities like workshops seminars Conferences should be organised by the institutions
- FDP's, Trainings, Orientation courses to be scheduled for the teachers as well as non teaching staff
- Linkages, MOU's to be inducted for the collaborative services
- Stakeholders, Teachers, Parents, Students, Alumni and the Management should be coming together to discuss about the students progressive achievements as well as for improvements that needs to be incorporated in the teaching learning process.
- The issues and problems of the students to be tackled by meeting together the reciprocal and mutual corresponding builds growth paving way for progress.
- Accordingly all the faculty members discussed and debated upon the revised framework format.
- It was decided to distribute the criterion-wise assignments to all the members including guest lectures and non teaching staff.
- It was also decided that the work should begin immediately should continue even in the vacations.

#### **IQAC Meeting with Non-teaching Staff on 04-01-2019**

**(AISHE DCF-II)**



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**Agenda of the meeting:** A meeting was convened on 04-01-2019 in Principal's Chamber at 3.30 PM to discuss the AISHE's DCF-II of 2018-19

**Proceedings of the meeting**

- The meeting was convened with the welcome speech followed by the chair's address to the members about the requirements of the official data to be provided for uploading the DCF-II on the AISHE report
- The NAAC/ IQAC Co-ordinator discussed with the members to provide the 2018-19 academic as well as official data necessary for the Data Capture Format which includes teacher information format, appointment details, students admission details of UG& PG course, Students results( Final Year), Financial information- Free ships, Scholarships( Institutional, Financial help, educational loans, Infrastructural facilities details, library books, journals and CD's and Learning resources for students and accredited status of the NAAC.

**Action taken**

- It was decided that accordingly the concerned members were assigned the tasks to collect and prepare the information details to the IQAC.
- All the members participated in the discussion and decided to provide the needful information at the earliest.
- The members present provided the filled data to the IQAC Committee and the fully completed data format was uploaded on 10-01-2019.

**IQAC Meeting with Students on 16-02-2019**

A students meeting was convened on 16-02-2019 at 2.30 Pm in Principals' Chamber

**Proceedings of the meeting**

The following points were discussed in the meeting

- Compulsory, regular attendance of the students, Compulsory prayer session, attendance for class representative of student's academy, irregular and absentees are seriously taken action.
- "Avva Cultural Fest" to be held in the month of April. The theme for the fest was decided as under;
  1. Queens of Karnataka
  2. Significant events of freedom struggle

  
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### 3. Significant events based on Vachana Literature

- Sports activities were chalked out to make students participate in sports and games.
- Certificate Courses for BA II year and B.Com II Year in spoken English, Communication skills and computer skills has been decided to conduct.
- Regular class engagement and status report of syllabi were discussed with the students.

## **IQAC Meeting with Students on 6-03-2019**

**Agenda of the meeting:** A students meeting was convened on 6-03-2019 at 2.30 Pm in Principals' Chamber to discuss about the cultural events to be held to mark the occasion of Punyasmaranotsava of Godutai Avvaji, "Avva Fest" and International women's day celebrations.

### **Proceedings of the meeting**

The following points were discussed:

- To conduct competitions like- Elocution, Essay, Self Composition of poetry, Painting on the Eve of Punyasmaranotsava of Godutai Avvaji
- Best out of waste- based on the theme "Avva Fest" to be held
- International Women's Day celebration to organise on 10<sup>th</sup> March, 2019.

## **IQAC Meeting with Teaching Faculty on 30-03-2019**

A meeting was held on 30<sup>th</sup> march, 2019 at 3 pm in Principal's chamber.

Proceedings of the meeting:

- The matter of syllabus completion was discussed 90% of syllabus completion was reported to the principal
- The principal advised faculty members to revise the syllabus and conduct tests and assignments to the students.
- Second Internal Assessment test was scheduled from 9<sup>th</sup> April to 12<sup>th</sup> april,2019
- Annual social gathering for the students was fixed on 13<sup>th</sup> april,2019
- Farewell Programme for BA, B.Com Final Year students was fixed on 18<sup>th</sup> April, 2019.
- Counselling meeting for students was scheduled on 3<sup>rd</sup> April, 2019.

IQAC Co-ordinator

Principal

**PRINCIPAL**  
**Godutai Doddappa Appa**  
Arts & Commerce College, KALABURAGI



**GODUTAI DODDAPPA APPA ARTS & COMMERCE COLLEGE FOR WOMEN  
KALABURAGI**

**SEMESTER-WISE IQAC MEETINGS SCHEDULE & MEETING HIGHLIGHTS-2019-20**

**FIRST SEMESTER-June-November-2019**

**Meeting with Teaching faculty (19<sup>th</sup> June, 2019)**

**Proceedings of the Meeting** - Planning of academic activities-calendar of events of 2019-20, Status report of the Admissions of BA/BCOM, Departmental Syllabi, Results declaration, Celebrations of International Days, Scheduling of meetings with Honourable President and Honourable Secretary, Scheduling of Students' Elections for the students' academy, organizing TQM Orientation programme for First year BA/BCOM and scheduling of meetings with SC/ST students and meeting with Hostel warden. The meeting was headed by the Principal, conducted by the Coordinators, participated in the discussion by HODs, SWO, Sports Director, Librarian and Guest Faculty.

**Action Taken Report**

It was decided to conduct TQM Programme on 29-06-2019

It was decided to observe International Yoga Day

It was also decided to conduct Student Academy Elections for BA & B.Com students and meetings with SC ST students and Hostel warden was scheduled.

**Meeting with the Honourable President of the Management (SBVVS) 7<sup>th</sup> July**

**Proceedings of the Meeting** - Meeting with the Honourable President of the Management (Sharanabasveshwar Vidya Vardhak Sangha) was held on 7<sup>th</sup> July, 2017 to discuss the academic progress made in the preceding year, plan for the current year, overall affairs of the institution, To start B.Ed Integrated Course and B. Sc science stream under the present established college, to propose to organize International/ National Seminars/Conferences in collaboration with the affiliating university or any other agency, Results of the college, Admissions and Sports department activities, New pedagogical methods of teaching, Swachha Bharath Abhiyan activities, skill development, faculty development or orientation/ Training programmes for the teachers, non-teaching and students and discussion of academic excellences. The meeting was conducted by the Principal and IQAC Coordinator, attended by HODs, Teaching members, Non-teaching Staff and Guest faculty.

**Action Taken Report**

It was decided to take measures to start B Sc. Course and B. Ed Integrated Course in the college.

  
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It was decided to conduct international and national seminars and conferences in collaboration with affiliating university.

It was also decided to conduct FDP's, Skill Development Programmes and Training Programmes to introduce new pedagogy to the teaching faculty.

#### **Meetings with the Hostel wards (13<sup>th</sup> July, 2019)**

**Proceedings of the Meeting** - a meeting with the hostel girls was held on 13-07-2019 to discuss their issues like: continuances of focused discussion on Cleanliness, provision of Nutritional Food, Power and Water Supply, safeguarding health issues, Doctors Visit, Parents and relatives visit to the campus, sports and games facilities, Security facilities, and availability of Reference Books.

The members present in the meeting were: Principal, IQAC/NAAC Coordinators, Hostel Wardens, Students Welfare Officer, Sports Director, Students Adviser of Students' Academy and Office bearers of the college.

#### **Action Taken Report**

It was decided to address the issues of hostel students like cleanliness, nutritional food and continue supply of electricity and water and other necessities.

It was also decided to arrange a periodical visit by a doctor so to safeguard the healthy environment in the hostel.

It was also decided to arrange recreational facilities to students and also set a timing for parent and relatives visit.

#### **Meeting with the Honourable Secretary of the Sangha (19<sup>th</sup> July, 2019)**

**Proceedings of the Meeting** - Discuss on- celebrations of important Days like-International Yoga, Music Day C. A. Day etc.; deputing teaching and non-teaching faculty for training ,FDPs etc.; activities to be undertaken under Sports Dept. like- coaching for students ,deputing students for external participation and organizing Intercollegiate Tournaments; conducting special lectures by expertise to resource students with immense global learning, to organize departmental workshops,36<sup>th</sup> Punyasmarantsva of Param Poojya Doddappa Appa for Five Days, International seminar/ conference for the Dept. Of Music and other departments; to organize workshops under Women Study Centre, one week programme of 49<sup>th</sup> Punyasmarantsva of Godutai Avvaji ;National Seminar on Painting Demonstration and lectures by renowned artists; programmes for Folklore Study Centre ;Discuss on the meetings to be held under IQAC-hostel wards meeting, SC/ST meeting, Alumni meet and Parents-Teacher Meet; Discuss on the visit of Inspection Commission from Akkamahadevi Women's University; Discuss on teachers participation in conferences/ seminars for paper presentations and students' participation in different external activities. The meeting was conducted by the

  
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Principal, and IQAC Coordinators, participated by Students' Advisers, SWO, and Sports Director, attended by HODs, Teaching members, Non-teaching Staff and Guest faculty.

#### **Action Taken Report**

It was decided to organise 5 day programmes in remembrance of 36<sup>th</sup> Punyasmaranotsava of Parama Poojya Doddappa Appaji like international seminars and conferences, workshops under different departments of the colleges.

It was decided to organise one week programmes in remembrance of 49<sup>th</sup> Punyasmaranotsava of Lingaikya Godutai Avvaji such as National Seminar on Painting Demonstration and lectures by renowned artist and programmes for folklore study centre.

It was decided to organise an Alumni Meet and Parents teacher Meet.

#### **Meetings with the Alumni (23th July, 2019)**

**Proceedings of the Meeting** - a meeting convened with the Alumni Committee Members on 23-07- 2019 to discuss and to chalk out programmes and activities to be undertaken by Alumni association and to discuss about intimation letters to Alumni and to invite guest to the programme. The meeting was conducted by the Principal, and IQAC Coordinators, participated by Students' Advisers, SWO, and Sports Director, attended by HODs, Teaching members, Non-teaching Staff.

#### **Action Taken Report**

It was decided to chalk out the programmes and activities to be undertaken by alumni association

It was also decided to verify the contributions made by Alumni

#### **Meetings with Students – (1<sup>st</sup> August, 2019)**

**Proceedings of the Meeting** - meetings held on 1<sup>st</sup> August discussion on scheduling of date of students' Election for students' academy, Formation of Students' Academy, portfolios allotment to elected students; discussion on activities to be undertaken-TQM for First year students of BA& BCOM-Fresher's Day by the students; Syllabus portions verification and checking.

Students Meeting held on 31<sup>st</sup> August to discuss Parents- Teacher Meet, scheduling of First Internal Assessment test from 23<sup>rd</sup> to 25<sup>th</sup> August, Verification of syllabus coverage, issue of library books and checking of availability of books and reference resources in the library, reporting of students' participation in various activities and presenting words of appreciation to boost for more participation.

#### **Action Taken Report**

  
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It was decided to conduct TQM Programme ,Student Academy Elections and Fresher's Day

It was decided to conduct Parent Teacher Meet and Internal Assessment test from 23<sup>rd</sup> to 25<sup>th</sup> August

#### **Meeting with SC/ST students (10<sup>th</sup> August, 2019)**

**Proceedings of the Meeting** - on 10<sup>th</sup> August ,2019 a meeting with SC/ST students was convened to discuss the scholarships schemes relating to their merit and other scholarships like government as well as non-government- for SC/ST/OBC/BCM/Minorities, Sanchi Honnamma, Physically handicapped, & Military scholarships and Freeships, the procedures of applying online, deadline dates and updating of beneficiary student. The meeting was headed by the Principal and conducted by the IQAC Coordinators, attended by Students' Advisers, SWO, and Sports Director, Non-teaching Staff.

#### **Action Taken Report**

It was decided to discuss the scholarship schemes relating to their merit and other scholarships both government and non government, Sanchi Honamma, Physically handicapped, freeships etc, their deadline dates,etc.

#### **Meetings with Students – (1<sup>st</sup> September, 2019 )**

**Proceedings of the Meeting;** Students Meeting held on 1st September to hold discussion on the activities for the events of Ganesh Chathurti, Teacher's Day, competitions, workshops, exhibitions, on the eve of 36<sup>th</sup> Punyasmarnotsva of Founder President of SBVV Sangha, Poojya Doddappa Appa, scheduling of Parents Teacher Meet.

Students Meeting held on 15<sup>th</sup> September to discuss on NSS Regular activities and NSS Foundation Day celebrations, events and programmes to chalk out for the 150<sup>th</sup> Jayanthi of Gandhi and scheduling the dates for second Internal Assessment Test from 4<sup>th</sup> to 6<sup>th</sup> Oct, 2019.

#### **Action Taken Report**

It was decided to the activities for the events of Ganesh Chathurti, Teacher's Day, competitions, workshops, exhibitions, on the eve of 36<sup>th</sup> Punyasmarnotsva of Founder President of SBVV Sangha, Poojya Doddappa Appa

It was also decided NSS Regular activities and NSS Foundation Day celebrations, events and programmes to chalk out for the 150<sup>th</sup> Jayanthi of Gandhi

It was decided to conduct second Internal Assessment Test from 4<sup>th</sup> to 6<sup>th</sup> Oct 2019

#### **Meeting of Teacher- Parents (6th October, 2019)**

**Proceedings of the Meeting** - meeting convened on 10-10 2019 with Parents to discuss on the issues of their wards , to suggest and give opinions for further improvements, and the college scheduled Free Eye\_check up camp for parents as well as students. The meeting was headed by

  
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the Principal and Parents, conducted by IQAC Coordinator, SWO, Students' Advisers, Sports Director, attended by Librarian, Office Bearers.

#### **Action Taken Report**

It was decided to organise Free Eye Check up for parents as well as students under Health Centre and IQAC.

### **SECOND SEMESTER- December to April-2020**

#### **Meetings with the Students on 20th December, 2019**

**Proceedings of the Meeting** - The meeting was held on 20th Dec, 2019 to hold discussion on the academic activities to be undertaken-like seminars, workshops, special lectures by expertise of the departments, under Sports, the events of Karate Coaching and Inter-collegiate Karate Selection Trials discussed.

Meeting held with the students to discuss about the Inter- university Karate competition to be held at Sathyabhama University Chennai; Eye Check Up event organized for the students under Women Study Centre, Teaching and non-teaching, conducted by the Anugraha Eye Hospital; Scheduling of Internal Assessment test in the month of February 28<sup>th</sup> to 1<sup>st</sup> March 2020 and last week of March; Verification of syllabus coverage, issue of library books and checking of availability of books and reference resources in the library, Checking Students' library visits and using books and references.

#### **Action Taken Report**

It was decided to conduct seminars, workshops, special lectures by expertise of the departments of Physical Education.

#### **Meeting with teaching faculty (29<sup>th</sup> December, 2019)**

**Proceedings of the Meeting** -discussion on students academic performances of the semester; Programmes of students workshops, seminars and special lectures, activities under MOUs & Linkages, field visits-business organizations/marketing centres, students' participation in Training/coaching, cultural, literary & sports, art exhibitions, art galleries and landscape painting; Teachers participation in the National/International Seminars/ Conferences for paper presentations, as Chair persons/resource persons; participating in BOS/ BOAE meetings & Evaluation duties ;Scheduling of National Seminar/ International seminars for the Fine Art, Music & Political Science. The meeting was headed by the principal, conducted by the

  
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Coordinators, participated in the discussion by HODs, SWO, Sports Director, Librarian, and Guest Faculty.

### **Action Taken Report**

It was decided to schedule of National Seminar/ International seminars for the Fine Art, Music & Political Science

It was decided to take students field visits-business organizations/marketing centres and also decided to train students for cultural, literary & sports, art exhibitions, art galleries and landscape painting.

### **Meeting about AISHE- DCF-II (3<sup>rd</sup> January, 2020)**

**Proceedings of the Meeting** - meeting held on 08-01-2020 to discuss about DCF-II & TIF format of AISHE. The Data required for the Academic year 2019-20 to submit to MHRD's AISHE portal like-TIF, Students Admission details both UG & PG Courses, Results of Final year, Financial information- scholarships, Infrastructural details, Library- learning resources and accredited status of the Institution, to be uploaded well in advance of the deadline and also to submit hardcopy of the DCF-II to the CDC, Akkamahadevi Women's University, Vijayapur. Accordingly, the completed and verified data format was uploaded on AISHE Portal on 17<sup>th</sup> January; 2020. The meeting was headed by the Principal, Dr. Neelambika Sherikar, conducted by the IQAC coordinators, Savitri S. Jambaldinni, Dr. Indira Shetkar, Iranna Swadi, Vidya Reshmi, Ashok Mulge, Vinod Halkatti, Appasab Biradar and Librarian, Shashikala Para

### **Action Taken Report**

It was decided to submit to MHRD's AISHE portal like-TIF, Students Admission details both UG & PG Courses, Results of Final year, Financial information- scholarships, Infrastructural details, Library- learning resources and accredited status of the Institution, to be uploaded well in advance of the deadline and also to submit hardcopy of the DCF-II to the CDC, Akkamahadevi Women's University, Vijayapur. Accordingly, the completed and verified data format was uploaded on AISHE Portal on 17<sup>th</sup> January; 2020

### **Meetings with the Students on 25<sup>th</sup> January, 2020**

#### **Proceedings of the Meeting**

Students' Meeting held on 25th Jan, 2020 to deliberate upon the Scheduling of General Knowledge Test; Students' participation in various curricular and extra-curricular activities like Mock Parliament for debate, group discussion and speech; All India Inter-university Pencak Silat tournament held at Gulbarga University; Election Commission Foundation Day celebration and National Voter Day celebrations; Counselling by Senior teachers about their study, attendance, use of library books and need of active participation to develop and advance in learning process and advised to work towards creating and maintaining cleanliness, healthy and hygienic atmosphere in the college campus were reflected. The meeting was

  
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headed by the Principal, Dr Neelambika Sherikar ,Conducted by IQAC Coordinators, Savitri S J, Dr, Indira S, attended and participated by SWO Dr. Shantala Nisty, Students' Advisors Janaki Hosur & Dr. Seema Patil, HODs Dr. Siddamma Guded, Dr. Puttamani , Revayya V, Dr. N. S Hugar and Guest faculty. Krupasagar, Anita, Padmaja, Shashikala, Iranna Swadi, Siddhram Patil Deesha Mehta , Dr Siddhalinga Reddy, Dr, Sangeeta.

### **Action Taken Report**

It was decided to conduct seminars, workshops, special lectures by expertise of the departments of Physical Education.

The Schedule of Internal Assessment test in the month of February 28<sup>th</sup> to 1<sup>st</sup> March 2020 was decided

It was decided to schedule General Knowledge Test, Students' participation in various curricular and extra- curricular activities like Mock Parliament for debate, group discussion and speech competitions

It was decided to celebrate Election Commission Foundation Day celebration and National Voter Day.

IQAC Co-ordinator



Principal

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## MEETINGS UNDER IQAC

2020-21

**1. Online Faculty meeting was convened on 19-07-2020 through Zoom at 3 pm.**

**Highlights of the meeting:** Discussed on conducting online webinar through YouTube channel for 28 days and 10 days on several "Shivasharana Vachanas" and "The Great Achievements of Poojya Dr. Sharanbasavappa Appa in various fields" and to contact and to collect information from the resource persons in their respective subjects.

**Actions taken:** Conducted online webinar through YouTube channel for 28 days and 10 days on 'Shivasharana Vachanas' and great achievements of poojya Dr. Sharanbasavappa Appa in various fields from 21<sup>st</sup> July to 19th August (28 days) and 20-08-2020 to 30-08-2020.

The committee was decided to inform the resource persons about their date and time and topic.

**2. A Faculty Meeting was convened on 21-08-2020 in Principal's Chamber at 4pm.**

**Highlights of the Meeting:** Discussion on syllabus, time table, seminars and workshops.

**Actions taken:** It was also decided that all the heads of the department would be responsible for structuring their departmental calendar of activities that is syllabus, time table, seminars and workshops and others.

**3. Online meeting was convened through Zoom on 23-08-2020 with students and parents.**

**Highlights of the meeting:** To Discuss to Convene Parents teacher meet and to observe National Sports Day

**Actions taken:** Online parent teacher meeting was organised with students in that meeting parents expressed their views and suggestions were accepted. The department of sports was decided to organise National Sports Day (Dhyanchand Birth Anniversary) on 26-08-2020.

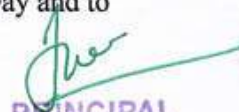
**4. Online meeting was convened on 15-09-2020 at 3PM.**

**The highlights of the meeting:** To discuss on organising state level webinar on "Intellectual Property Rights", national webinar under the Dept. Of Kannada on "Halegannada Patya Oduvike mattu Arthaisuvike" and an International webinar series on "Karnataka Samkruti mattu mahile".

**Actions taken:** It was decided to organise online state level webinar under IQAC on "Intellectual Property Rights" on 24-09-2020 and also online National "Halegannada Patya Oduvike mattu Arthaisuvike" on 28-10-2020 under Department of Kannada and International webinar series of "Karnataka Samskruthi mattu Mahile" on 3-11-2020 to 9-11-2020. The concerned departments chalked out the programmes agenda, inaugural guest, resource persons and chairpersons of each sessions and key note speakers. It was decided to allot the work to respective faculty members.

**5. Online meeting was convened on 22-09-2020 on Zoom.**

**Highlights of the meeting:** To discuss on organising Online NSS Foundation Day and to observe Gandhi Jayanti and Lal Bahadur Shastri Jayanti.



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**Actions taken:** It was decided to organise online NSS Foundation day and also observation of Gandhi Jayanti and Lalbahaddur Shastri Jayanti on 2-10-2020.

It was also decided to the preparation of programme agenda, inaugural Guest, informed to NSS Volunteers about the programme on 24-09-2020 inaugurator was Dr. Dayanand Hodal, NSS Officer, Sharanbasaveshwar College of Commerce Kalaburagi.

Observed Gandhi Jayanti and Lal Bahaddur Shastri Jayanti with faculty members and non-teaching staff on 02-10-2020.

#### **6. Meeting was convened on 02-12-20.**

**Highlights of the meeting:** To discuss on observing "Kanakadasa Jayanti" on 3-12-20 and conducting 3 Day Workshop for students, Library Workshop and Fine Art Workshop

**Actions taken:** observed Kanakadasa Jayanti on 3-12-2020.

It was decided to organise three days workshop for students on "Better steps for Competitive World" on 28<sup>th</sup> to 30<sup>th</sup> January 2020. It was also decided inaugural function and Resource person, preparation of agenda and work allotment to the faculty.

It was also decided to organise One day Regional level workshop under the Dept of Literary. Topic was decided "Usage of e-resources" and its inaugural function, resource persons, agenda and work allotment to the faculty on 27-01-2021.

It was also decided to organise two days workshop under the Dept of Fine art on 23-01-2021 and 24-01-2021. Topic was decided "Bhavchitra Karyagara" and also decided about the inaugural function, Resource person.

#### **7. Faculty Meeting was convened on 15-01-2020.**

**Highlights of the meeting:** Discussion on Certificate Courses and Internal Assessment Tests, Hostel Facilities like Drinking Water, Food, Cleanliness, Reading room, Sports room and Other Facilities and on Student Academy Election

**Actions taken:** In this meeting the faculty members decided to conduct of certificate course, internal assessment tests.

It was decided to prepare the time table duty allotment for internal test to faculty members and also discussed about valuation after the completion of the test. It was decided on certificate course that is Board of Study, Syllabus, time table, duration of the course.

In hostel meeting was decided to solve of hostilities, that are drinking water, cleanliness, reading room, sports facilities, food on 21-01-2021. It was also decided to conduct Students Academy Elections and distributed the work allotment to faculty members to conduct election smoothly and also for Portfolio's of academy on 23-01-2021.

#### **8. Meeting was convened on 20-01-2021.**

**Highlights of the meeting:** Discussion on conducting online international E- Conference on ESP under Dept of English and National workshop on Intellectual Property Rights under IQAC.



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**Actions taken:** it was decided to organise One Day Online International e-Conference under the Dept of English on 28-01-2021.

It was also decided to prepare the inaugural function agenda, Inaugurator, Keynote Speaker and each Session Resource persons list, date and time and also it was decided to students of English subject ad faculty members an also informed the speakers about the programme e-Conference on e-conference on "Trends and Tendencies in English for specific purposes".

It was also decoded to conduct Two Days National Workshop on "Intellectual Property Rights "on 30<sup>th</sup> and 31<sup>st</sup> January 2021. We also invited and information was given to inaugurator Resource Person about the date and time and also on topic of each session and inaugural function.

#### **9. Meeting was convened on 22-01-2021**

**Highlights of the meeting:** Discussion to observe Republic Day.

**Actions taken:** Observed Republic Day on 26-01-2021.

#### **10. Meeting was convened on 03-02-2021.**

**Highlights of the meeting:** Discussion on organising regional workshop for office bearers on "Office Management", one state level seminar under the Dept of Kannada and to discuss on framing different committees for different streams

**Actions taken:** it was decided to organise Two Days Regional level workshop for Office bearers on 6<sup>th</sup> and 7<sup>th</sup> February 2021 on "Office Management" in collaboration with on Joint Directorate Collegiate Education, Regional Office Kalaburagi.

It was also decided to prepare the agenda of the programme and invite the inaugurator Resource Persons and Chairpersons of each sessions, date, duration and concerned topic.

It was also decided to distribute work allotment to the faculty members.

It was also decided to organise one day state level seminar on, "Kalyana Karnatak Janpada Sangeeta mattu Kalegalu" under the Department of Janapada Adhyayana Kendra and Dept of Music on 19-02-2021.

It was also decided to invite inaugurator, Keynote Speaker, Resource Person and Artists of Gigi pada, Hanti pada, Bhulayi pada and Kolata. It was also decided to prepare of agenda of the programme, work allotment of each sessions Rapporteurs.

#### **11. Students Academy Meeting was convened on 17-02-2021.**

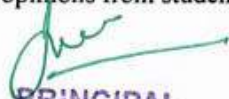
**Actions taken:** in students Academy Meeting discussed on Fresher's Day, the inaugurator Chief Guest, work allotment and the observation of "Vishwa Tayinudi" celebration on 21-02-2021.

#### **12. Meeting was convened on 19-02-2021**

**Highlight of the meeting:** Discussion on organising TQM Programme.

**Actions taken:** It was decided to organise TQM (Total Quality Management) programme for Fresher's of BA/B.com first year students and divided them into four groups. It was also decided to allot the duty to faculty members and also they have to talk about the facilities of college and also decided to bring out the hidden talents of students. It was also decided to take opinions from students of each group.

#### **13. Meeting was convened on 24-02-2021.**

  
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**Highlight of the meeting:** Discussion on conducting Parent-Teachers Meeting.

**Actions taken:** it was decided to conduct Parent-teachers Meeting on 28-02-2021. it was also decided to invite the parents as a Chief Guest, programme agenda, Feedback and their oral opinions and Suggestions was accepted.

**14. Immediate Meeting was conducted on 04-03-2021.**

**Highlight of the meeting:** Discussion on Special honours to Corona Warriors

**Actions taken:** it was decided to do special honour to Corona Warriors especially Female Doctors, Police Dept, Junior Health Assistants, Asha Workers and for corporation workers from 6-03-2021 to 14-03-2021. It was also decide to organise One Day National Seminar on "National Education Policy-2020".

It was decided to invite inaugurator, Key note speaker and Resource person, preparation of agenda and other work allotment for the programme.

**15. Online Faculty Meeting was convened on 5-05-2021 through Google Meet.**

**Highlight of the meeting:** Discussion on conducting the Online Classes.

**Actions taken:** it was decided to conduct immediate Faculty meeting through Google meet to discuss about online classes.

**16. Online Faculty Meeting was convened on 07-06-2021.**

**Highlight of the meeting:** Discussion to organise State seminars under the Dept of Commerce and Sports, Online One week Yoga training and observation of International Yoga Day.

**Actions taken :** it was decided to organise online One Week Yoga Training on 13-06-2021 to 21-06-2021 seminars and observation under the National departments of sports an commerce on topic "Role of pranayama in Covid-19 Pandemic situation (sports) and 21-06-2021 Consumerism and Financial Literacy on Covid-19 times (Commerce Department) on 10-06-2021. it was also decided to invite the inaugurator Resource person, and also about the date and time and topic of the programme.

It was also decide to celebrate the online International Yoga Day and to invite the Chief Guest. It was also decided to inform the chief guest about the programme.

**17. Online Faculty Meeting was convened on 28-06-2021**

**Highlight of the meeting:** Discussion to organise State seminars under the Department of Music and Journalism and mass communication.

**Actions taken:** It was decided to organise State Level Seminars under the Dept of Music on "Music and psychology in present scenario" on 1-7-2021 and under the Department of Journalism and Mass Communication on "Present Media and Development of Journalism" on 3-7-2021

It was also decided to invite the Inaugurator, Chief Guest and Resource persons of each session. It was also decided to inform the date, time and the topic of the each session and also informed the students.

**18. Online Meeting was convened on 15-01-2021 for staff and students.**

**Highlight of the meeting:** Discussion on organising vaccination camp.

  
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**Actions taken:** it was decided to organise Corona Vaccination Camp for staff, students and for parents. The Covid-Task Force of the college informed the students about vaccination date and time.

**18. Meeting was convened on 17-07-2021.**

**Highlight of the meeting:** Discussion with Students Academy members and NSS Volunteers on SSLC Examination to work as a Corona Warrior.

**Actions taken:** as per the direction of our University NSS Cell informed that NSS Volunteers of the college should attend at SSLC Exam centre as a Corona Warriors.

It was decided that prepare NSS Volunteers list and informed them about the location and the duties was allotted that is distribution of masks, sanitization, screening rest, maintaining the social distance. Our volunteers worked at Shranbasaveshwara Arts, Commerce and Science Composite Junior PU College Kalaburgi on 19-07-2021 and 22-07-2021.

**18. Meeting was convened on 12-08-2021.**


**Actions taken :** As per the directions of the KSAWUV It was decided to celebrate "Azadi ka Amruth Mahosthava" 75<sup>th</sup> Independence Day.

It was also decided to conduct the competitions in patriotic songs, Salt Satyagraha Paintings, Essay Competition on Freedom Fighters and Fancy Dress Competitions and

It was also decided to inform the date and timing of the competitions to the students.

It was decided to honour the Freedom Fighter.

  
**Co-ordinator**  
**Smt. Janaki Hosur**

  
**Principal**  
**Dr. Neelambika Sherikar**  
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