

## **IQAC Meetings for the year 2011-12**

### **First Meeting**

It is hereby informed to all the members of IQAC to attend the meeting to be held on 23-07-2011 at 11-00 am in the Principal's Chamber to discuss the following agenda.

1. Admission procedure and process of the academic year.
2. Analyzing the performance of the students in the previous examination.
3. Online Submission of IQAR for the previous year.
4. Prepare the 2011-12 College Souvenir.
5. Prepare 2011-12 Action Plan.
6. Any other matter with the permission of Chairperson.

IQAC Coordinator

Principal

### **Resolutions of the First IQAC Meeting**

The following resolutions are passed in the meeting held on 23-07-2011 at 11-00 am in the Principal's Chamber.

1. As per the previous meeting resolutions, the admission committee assigned the work in this regard. It is acting as per the decision taken.
2. The performance of the students furnished by heads of the departments is read and discussed along with toppers list.
3. All heads of various criteria's have submitted the necessary information to the IQAC Coordinator. The meeting authorized the Coordinator to submit the AQAR to the NAAC office.
4. It is resolved to prepare College Souvenir and the Editorial Committee is to be formed in this regard.
5. It is resolved that the IQAC Coordinator shall prepare the action plan of 2011-12.
6. In the meeting no other matter came for discussion. Hence, the meeting is concluded with vote of thanks by the Co-ordinator.

## **Second Meeting**

It is hereby informed to all the members of IQAC to attend the meeting to be held on 09-08-2011 at 11-00 am in the Principal's Chamber.

### **Agenda:**

1. To read and confirm previous meeting minutes.
2. To elect the General Secretary and Class representatives of all the classes and Staff Secretary of the college.
3. To discuss regarding conduct of Inaugural function.
4. To discuss the organization of National Level, State Level Seminars.
5. To discuss the Conducting of Internal Assessment tests.
6. To discuss about the visit of NAAC peer team.
7. Any other matter with the consent of Chairman.

IQAC Coordinator

Principal

### **Resolutions of the second IQAC Meetings**

The following resolutions are passed in the meeting held on 09-08-2011 at 11-00 am in the Principal's Chamber.

1. The minutes of the previous meeting were read and confirmed unanimously.
2. It is unanimously resolved that the General Secretary and the Class representatives are to be selected on the basis of their performance in the previous examination, who stands first to the class and their merit is taken into account.
3. It is resolved to organize Inaugural Function of the College Union before 15<sup>th</sup> August 2011. It is authorized Principal and Chairman of the association to decide the date and invite eminent scholars as the Chief Guest for the function.
4. It is unanimously resolved that all the departmental heads shall discuss and apply for the National and State level seminars to UGC on or before the stipulated date.
5. It is decided to conduct Internal Assessment Tests, Tutorials, Home Assignments and Class Seminars from time to time as per the university norms and calendar of events.
6. It is decided in the meeting to make proper arrangement during the NAAC peer team visit. The Principal/ Co-ordinator have explained the schedule of NAAC team visit.
7. In the meeting no other matter came for discussion. Hence, the meeting is concluded with vote of thanks by the Co-ordinator.

### **Third Meeting**

It is hereby informed to all the members of IQAC and HOD's of all the Departments to attend the meeting to be held on 15-09-2011 at 11-00 am in the Principal's Chamber to discuss the following agenda.

1. Read and confirm previous meeting minutes.
2. Procedure and process of filling up of examination form for odd semesters of all the classes.
3. Progress of Syllabus.
4. Organize NSS Special Camp.
5. Organize Soft Skill Training programme to the staff.
6. Any other matter with the permission of the Chair.

IQAC Coordinator

Principal

### **Resolutions of the third IQAC Meetings**

The following resolutions are passed in the meeting held on 15-09-2011 at 11-00 am in the Principal's Chamber.

1. The minutes of the previous meeting were read and confirmed unanimously.
2. It is unanimously resolved that the Committee formed shall monitor the details of filling up of examination forms of odd semesters as per the strength of the classes and verify the OMR sheets and assist the official staff for the filling up of examination forms.
3. It is discussed in detail with all the heads of the departments to monitor the progress of the syllabus and the remaining teaching hours to cope with the completion of syllabus before the closing of academic calendar of events.
4. It is resolved to organize NSS special camp at adopted village Doni Tq. Mundargi. The date shall be fixed in consultation with Karnatak Univesity, Dharwad and Grampanchayat Doni.
5. It is decided to organize Soft Skill Training programme to the staff. The computer faculty is advised to prepare the schedule for conducting the same.
6. In the meeting no other matter came for discussion. Hence the meeting is concluded with vote of thanks by the Co -ordinator.

### **Fourth Meeting**

It is hereby informed to all the members of IQAC to attend the meeting to be held on 28-10-2011 at 11-00 am in the Principal's Chamber to discuss the following agenda.

1. Rread and confirm previous meeting minutes.
2. Progress and accomplishment of syllabus for the odd semester subjects of all the departments.
3. Conduct of the semester examination and allocation of examination duty such as the Senior and Junior Supervisors.
4. Uploading of Internal Assessment marks of the students to the university.
5. Any other matter with the consent of the Chairperson.

IQAC Coordinator

Principal

### **Resolutions of the fourth IQAC Meetings**

The following resolutions are passed in the meeting held on 28-10-2011 at 11-00 am in the Principal's Chamber.

1. The minutes of the previous meeting were read and confirmed unanimously.
2. The heads informed the IQAC that their syllabus is completed and they are engaged in solving previous year question papers and preparing for practical examinations.
3. As the examination work is mandatory, all the staff members shall be allotted the supervision work by the college.
4. It is unanimously resolved that the Internal Assessment marks of each candidate should be displayed on the notice board as per university norms. All the heads of the department are authorized to take necessary decisions if there are any quarries about the internal marks within a week's time and the same marks should be uploaded to the syntax provided by the university examination section.
5. In the meeting no other matter came for discussion. Hence the meeting is concluded with vote of thanks by the Co-ordinator.

### **Fifth Meeting**

It is hereby informed to all the members of IQAC to attend the meeting to be held on 07-01-2012 at 11-00 am in the Principal's Chamber to discuss the following agenda.

1. Read and confirm previous meeting minutes.
2. Regarding Commencement of classes.
3. Regarding Conduct of Campus Drive
4. Organize Seminars.
5. Any other matter with the consent of the Chair.

IQAC Coordinator

Principal

### **Resolutions of the fifth IQAC Meeting**

The following resolutions are passed in the meeting held on 07-01-2012 at 11-00 am in the Principal's Chamber.

1. The minutes of the previous meeting were read and confirmed unanimously.
2. It is unanimously resolved to conduct the classes as per the even semester Time Table prepared by the Committee.
3. It is decided to organize Campus Drive within end of March 2012. The Placement Officer is authorized to communicate with the concerned company.
4. It is resolved to organize UGC Seminar before 31<sup>st</sup> March 2012.
5. In the meeting no other matter came for discussion. Hence the meeting is concluded with vote of thanks by the Co-ordinator.

## **Sixth Meeting**

It is hereby informed to all the members of IQAC to attend the meeting to be held on 13<sup>th</sup> Feb-2012 at 11-00 am in the Principal's Chamber to discuss the following agenda.

1. Read and confirm previous meeting minutes.
2. Conduct Internal Assessment Test.
3. Regarding performance of the students in the previous semester exam
4. Regarding filling-up of examination forms of the students.
5. Any other matter with consent Chairperson.

IQAC Coordinator

Principal

### **Resolutions of Sixth IQAC Meeting**

The following resolutions are passed in the meeting held on 13<sup>th</sup> Feb-2012 at 11-00 am in the Principal's Chamber.

1. The minutes of the previous meeting were read and confirmed unanimously.
2. It is unanimously resolved to conduct Internal Assessment Test as per the Time Table prepared by the IA Examination Committee.
3. The odd semester examination result furnished by HOD's of all Department is discussed with top ten merit students list.
4. The filling-up of examination form is entrusted to Examination Committee and the Non-teaching staff. It is decided to take assistance of teaching faculty for the scrutiny.
5. In the meeting no other matter came for discussion. Hence the meeting is concluded with vote of thanks by the Co-ordinator.

### **Seventh Meeting**

It is hereby informed to all the members of IQAC and HOD's of all Departments to attend the meeting to be held on 20-03-2012 at 11-00 am in the Principal's Chamber to discuss the following agenda.

1. Read and confirm previous meeting minutes.
2. Regarding organization of Annual Social Gathering.
3. Regarding progress of Syllabus.
4. Regarding Farewell for final year students.
5. Any other matter with the permission of the Chair.

**IQAC Coordinator**

**Principal**

### **Resolutions of the Seventh IQAC Meetings**

The following resolutions are passed in the meeting held on 20-03-2012 at 11-00 am in the principal's chamber.

1. The minutes of the previous meeting were read and confirmed unanimously.
2. It is unanimously resolved to organize Annual Social Gathering before 15<sup>th</sup> April 2015. The Principal and Chairman's of the associations are entrusted to decide the date and invite the Chief Guest.
3. It is discussed in detail with all the heads of the departments to monitor the progress of the syllabus and the remaining teaching hours to cope with the completion of syllabus before the closing of academic calendar of events.
4. It is resolved to organized farewell function to final year students soon after the Annual Social Gathering.
5. In the meeting no other matter came for discussion. Hence the meeting is concluded with vote of thanks by the Co -ordinator.

## **Eighth Meeting**

It is hereby informed to all the members of IQAC to attend the meeting to be held on 3rd April 2012 at 11-00 am in the Principal's Chamber to discuss the following agenda.

1. Read and confirm previous meeting minutes.
2. Regarding progress and completion of syllabus for the even semester subjects of all the departments.
3. Conduct the semester examination and allocate examination duty such as the Senior and Junior supervision.
4. Upload Internal Assessment marks of the students to the university.
5. Regarding performance Appraisal and submission of documents to IQAC.
6. Any other matter with the consent of the Chairperson.

IQAC Coordinator

Principal

### **Resolutions of the Eighth IQAC Meetings**

The following resolutions are passed in the meeting held on 03-04-2012 at 11-00 am in the principal's chamber.

1. The minutes of the previous meeting were read and confirmed unanimously.
2. The respective heads of the all the departments reported to IQAC that they have completed the syllabus as per the schedule along with diary report. The Principal expressed satisfaction in this regard.
3. It is decided to allocate examination work to all faculty members as it is mandatory. It is also decided to relieve the faculty who are appointed by the university as vigilance squad and external senior supervisor.
4. It is unanimously resolved that the Internal Assessment marks of each candidate should be displayed on the notice board as per university norms. All the heads of the department are authorized to take necessary decisions, if there are any quarries about the internal marks within a week's time and the same marks should be uploaded to the syntax provided by the university examination section.
5. The IQAC Coordinator is authorized to inform all stakeholders, departments, associations to furnish the relevant document to the respective criterion Chairman's before the end of the academic year.
6. Principal instructed IQAC to inform the Admission Committee to be in touch with College during vacation & offer their service for coming Academic year admissions which is unanimously accepted in the meeting. The meeting is concluded with vote of thanks by the Co-ordinator.

## Compliances of the IQAC Meetings for the year 2011-12

1. As per the decision taken in the meeting, the admission process has completed as per the university and government norms.
2. As per the decision taken, all the heads of the criterion have submitted the information to the IQAC Coordinator. The IQAC Coordinator submitted AQAR to NAAC office on 29-09-2012.
3. As per the decision taken in the meeting, IA Tests are conducted as mentioned below.

Test	Odd Semester	Even Semester
I	12-09-2011 to 15-09-2011	13-02-2012 to 16-02-2012
II	13-10-2011 to 15-10-2011	15-03-2012 to 23-03-2012

4. As decided in the meeting, the Inaugural Function of the College is organized on 09-08-2011.
5. As per the decision taken in the meeting the NSS Special Camp is organized at adopted village Doni, Tq. Mundargi from 17-10-2011 to 23-10-2011.
6. As decided in the meeting, campus drive is conducted on 10<sup>th</sup> May 2011 and 11<sup>th</sup> July 2011 by Kirlosker and TMI Companies respectively and 14 candidates were selected.
7. As decided in the meeting the National / State level Seminars/ Workshops/ Symposia conducted as mentioned below.

Sl. No	Particulars	Date
1	UGC sponsored one day National Level Seminar on 'Impact of Agriculture on Environment in India' organized by Department of Geography.	09-03-2012
2	UGC sponsored one day State Level Workshop on 'Role of Student Welfare Department in Achieving Empowerment of Students' organized by Department of Sociology.	10-03-2012
3	UGC sponsored one day State Level Seminar on 'Kannada Hastapratigala Parampare Mattu Samrakshne' organized by Department of Kannada.	31-03-2012

8. As per the decision taken in the meeting, the Annual Social Gathering is organised on 02-04-2012
9. As decided the Farewell Function is organized on 03-04-2012.