



H. K. E. Society's  
**M. S. Irani Degree College of Arts, Science & Commerce**  
KALABURAGI

NOTICE

First Meeting of IQAC

14.06.2019



All the members of Internal Quality Assurance Cell (IQAC) are hereby inform that, a meeting of the IQAC is scheduled on 14<sup>th</sup> June 2019 at 1.30pm in IQAC Room. All the respected members are requested to attend the meeting to discuss the following items;

**Agenda:**

1. Confirm and read the minutes of the proceedings of last meeting.
2. To discuss Calendar of Events of the academic year 2019-20.
3. To prepare the annual teaching plan.
4. Discuss on feedback collection and feedback analysis.
5. Discussion regarding NAAC New methodology.
6. Any other issue with the permission of chair.

  
NAAC, Coordinator

Coordinator  
NAAC Cell, IQAC Committee  
H.K.E.S.'s M.S.I. Degree College  
KALABURAGI-585102

  
IQAC, Coordinator

COORDINATOR  
IQAC  
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Principal

PRINCIPAL  
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**Internal Quality Assurance Cell (IQAC)**



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**Internal Quality Assurance Cell (IQAC)**

**Academic Year 2019-20 (First Meeting)**

The IQAC meeting was conducted under the chairmanship of Principal Dr. S. A. Patil on 14<sup>th</sup> June, 2019. The meeting started with welcoming all the members by IQAC Coordinator.

**Minutes of Meeting**

**Agenda 1. : Confirm and read the minutes of the proceedings of last meeting.**

**Resolution** : The minutes of previous meeting it was resolved unanimously.

**Agenda 2. : To discuss Calendar of Events of the academic year 2019-20.**

**Resolution** : In order to execute proper activities in due time the detailed calendar of events which was prepared, discussed and changes were made. The IQAC coordinator was informed to host the finalized calendar of events on the college website.

**Agenda 3. : To prepare the annual teaching plan.**

**Resolution** : It has been decided to prepare department wise annual teaching plan.

**Agenda 4. : Discuss on feedback collection and feedback analysis.**

**Resolution** : Decided to collect feedback and analysis 2019-20.

**Agenda 5. : Discussion regarding NAAC New methodology.**

**Resolution** : Discussion was made regarding NAAC new methodology and decided to organize staff orientation lecture on New NAAC methodology.

**Agenda 6. : Any other issue with the permission of chair.**

**Resolution :** Committee members discussed and finalized the following issues with prior permission of chair.

- Teachers must be motivated to participate in Research and Extension activities to enhance the quality of Teaching and Learning.
- All the members of Teaching Faculty should be informed to make use of ICT.

The meeting ended with Vote of Thanks by College IQAC Coordinator.



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NOTICE

22.08.2019

Second Meeting of IQAC



All the members of Internal Quality Assurance Cell (IQAC) are hereby inform that, a meeting of the IQAC is scheduled on 29<sup>th</sup> August 2019 at 1.00pm in IQAC Room. All the respected members are requested to attend the meeting to discuss the following items;

**Agenda:**

1. Confirm and read the minutes of the proceedings of last meeting.
2. Innovative Teaching –Learning process
3. Mentoring System for Students
4. Faculty Development Programmes
5. Any other issue with the permission of chair.

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**Internal Quality Assurance Cell (IQAC)**



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**Internal Quality Assurance Cell (IQAC)**

**Academic Year 2019-20 (Second Meeting)**

The IQAC meeting was conducted under the chairmanship of Principal Dr. S. A. Patil on 29<sup>th</sup> August 2019. The meeting started with welcoming all the members by IQAC Coordinator.

**Minutes of Meeting**

**Agenda 1. : Confirm and read the minutes of the proceedings of last meeting.**

**Resolution** : The minutes of previous meeting it was resolved unanimously.

**Agenda 2. : Innovative Teaching –Learning process**

**Resolution** : The coordinator informed that to make the teaching –learning process more student-centric various innovative teaching methods like Power point presentation, students' seminar, Departmental quiz, Group discussion, Film shows ,Survey, Term Papers, Industrial visit, Educational tour, Special lecture are employed by the faculty members.

**Agenda 3. : Mentoring System for Students**

**Resolution** : The Chair requested the Coordinator to maintain the Mentoring System



for students. She further told that student mentoring will help in overall development of the students. Faculty members should guide the students in their academic & stress related issues.

**Agenda 4. : Faculty Development Programmes**


**Resolution** : The Chair informed that IQAC always motivate and encourage faculty members to join/avail FDP & encourage to participate in Refresher/ Orientation/Short term Course.

**Agenda 5. : Any other issue with the permission of chair.**


**Resolution** : Committee members discussed and finalized the following issues with prior permission of chair.

- Teachers must be motivated to participate in Research and Extension activities to enhance the quality of Teaching and Learning.

The meeting ended with Vote of Thanks by College IQAC Coordinator.

  
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NOTICE

26.12.2019

**Third Meeting of IQAC**




All the members of Internal Quality Assurance Cell (IQAC) are hereby inform that, a meeting of the IQAC is scheduled on 30<sup>th</sup> December 2019 at 1.30pm in IQAC Room. All the respected members are requested to attend the meeting to discuss the following items;


**Agenda:**

1. To confirm the minutes and action taken report of last meeting
2. Mentoring System for Students
3. Meeting with the Students
4. Parent-teacher Meeting.
5. Update the website of the college
6. Feedback Process
7. Any other issue with the permission of chair.

  
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**Internal Quality Assurance Cell (IQAC)**



**Internal Quality Assurance Cell (IQAC)**

**Academic Year 2018-19 (Third Meeting)**

The IQAC meeting was conducted under the chairmanship of Principal Dr. S. A. Patil on 30<sup>th</sup> December 2019. The meeting started with welcoming all the members by IQAC Coordinator.

**Minutes of Meeting**

**Agenda 1: To confirm the minutes and action taken report of last meeting**

**Resolution:** The minutes and action taken report of last meeting were discussed and confirmed

**Agenda 2: Mentoring System for Students**

**Resolution:** The Chair informed that from meeting with Heads, he came to know that many students of different departments of our college are benefitted through personal counselling of the faculty members. Mentoring System not only controlled dropout rate but also helped to improve regular class attendance of students & examinations results. After personal Counselling more students actively participated in class-room & Co-curricular activities. He requested the coordinator to inform the benefits of mentoring system in the Teachers Council meeting.

**Agenda 3: Meeting with the Students**

**Resolution:** IQAC called a meeting for final year students to discuss about teaching –



learning process, Library, Canteen & Students Washrooms. He further informed that similar meeting will be conducted for 1st year & 2nd year students very soon. Students are our very important stakeholder. Their suggestions will help us to chalk out future plan of action for our college.

#### **Agenda 4: Parent-teacher Meeting**

**Resolution:** The Chair informed that regular exchange of views and feedback are

obtained through departmental parent- teacher meetings. Parents are well informed about the performance & attendance of their ward in the departmental meetings. He further told that Parents should be encouraged to associate themselves with the development & social activities of the college

#### **Agenda 5: Update the website of the college**

**Resolution:** Committee members suggested upgrading the existing website.

Accordingly it was decided and finalized the website of the college be designed.

#### **Agenda 6: Feedback Process**

**Resolution:** The Chair informed that the questionnaire of students' feedback was

prepared on the basis of NAAC Guidelines & it will be collected from the outgoing students. Parent feedback should be collected by all departmental Heads during Parent- Teacher meeting & necessary steps will be taken for improvement. Feedback will also be collected from our ex-students regarding curriculum, teaching-learning process, internal evaluation system, learning resources, basic facilities of the college. After analysis of the feedback the findings will help us to take necessary action which will help in overall quality enhancement of the college.

**Agenda 7: Any other issue with the permission of chair.**

**Resolution:** Committee members discussed and finalized the following issues with  
prior permission of chair

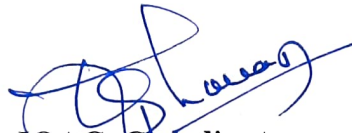
- Teachers must be motivated to participate in research and extension activities to enhance the quality of teaching and learning.
- Encouraged to carry out major and minor projects.

The meeting ended with Vote of Thanks by College IQAC Coordinator.



**NAAC, Coordinator**

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NOTICE

2-3-2020



**Fourth Meeting of IQAC**

All the members of Internal Quality Assurance Cell (IQAC) are hereby inform that, a meeting of the IQAC is scheduled on 6<sup>th</sup> March 2020 at 1.00pm in IQAC Room. All the respected members are requested to attend the meeting to discuss the following items;


**Agenda:**

1. To confirm the minutes and action taken report of last meeting
2. Plan to prepare online AQAR.
3. Plan criterion wise distribution of the work.
4. Departmental Seminar/Workshop
5. Feedback process
6. Any other issue with the permission of chair.

  
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Internal Quality Assurance Cell (IQAC)



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Internal Quality Assurance Cell (IQAC)

Academic Year 2019-20 (Fourth Meeting)

The IQAC meeting was conducted under the chairmanship of Principal Dr. S. A. Patil on 6<sup>th</sup> March 2020. The meeting started with welcoming all the members by IQAC Coordinator.

**Minutes of Meeting**

**Agenda 1: To confirm the minutes and action taken report of last meeting**

**Resolution:** The minutes and action taken report of last meeting were discussed  
and confirmed

**Agenda 2: Plan to prepare online AQAR.**

**Resolution:** It was resolved and finalized that according to the new guidelines  
provided on UGC website the online AQAR format information be  
prepared.

**Agenda 3: Plan criterion wise distribution of the work.**

**Resolution:** Committee members discussed and finalized that the work of  
collection of data for AQAR be distributed among the faculty members  
for effective preparation

**Agenda 4: Departmental Seminar/Workshop**

**Resolution:** The Coordinator informed that our Respected Chair announced in

the Teachers Meeting all the departments must will organize Seminar/ workshop/ paper presentation by students& Departmental Quiz/Special Lecture with in the financial year 2019-2020.

**Agenda 5: Feedback process**

**Resolution:** The Chair mentioned that the IQAC has brought several changes in the Students feedback process from last academic session.

- Only students having attendance above 75% will be allowed to give feedback.
- Minimum 60% students of each department will be present at the time of feedback.
- Feedback & Suggestions will be taken from Alumni & Parents regarding teaching-learning & Evaluation Process, Learning Resources & Basic facilities of the college.

**Agenda 6: Any other issue with the permission of chair.**

**Resolution:** With the prior permission of chair following issues were discussed and finalized.

- ICT based Teaching Learning Process be enhance
- Co-curricular programmes.
- Subject wise feedback of student strength be taken

The meeting ended with Vote of Thanks by College IQAC Coordinator.

  
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