

01-06-2018

MEETING-1

Minute :

Principal, Vice principal, IQAC-Coordinator, HOD's of all courses and office superintendent are asked to attend meeting headed by Dr. Marutirao D. Maley General Secretary of K.P.E. Society's Kalaburagi and Shri Shantappa Suran who is member of Governing Body of the college on 01.06.2018 at 10.30 am in Principal chamber.

Agenda of the Meeting

To review the preparations made by the college to undergo the NAAC peer visit. And preparations have to be made to meet out the requirements of NAAC peer team visit.

Resolutions Passed

- a) It was decided to form various committees to wel-come the NAAC peer team.
- b) It was resolved to make some 50 files to keep all the documents done at college.
- c) It was also decided to call an expert to review the preparations.
- d) It was also asked the concern coordinators to call meetings of Parents and Alumni.

Following members were present in the meeting

1. Dr. Marutirao D. Maley
General Secretary of K.P.E. Society's, Kalaburagi.
2. Shri Shantappa Suran,
Governing Body Member and Member of Governing Body of College.
3. Dr. Chandrashekhar S Principal
4. Dr. Vidyasagar I.S. Vice-Principal
5. Prof. Vijaykumar D. IQAC Coordinator
6. Prof. Anilkumar J HOD Commerce Dept.
7. Prof. Siddappa K HOD Education Dept.
8. Prof. Nirmala S HOD Economics Dept.
9. Vasant Nasi HOD Kannada Dept.
10. Dr. Gandhiji M HOD History Dept.
11. Shri Anandraj P Librarian
12. Shri Narendra P Office Supdt.

Action taken report of the First meeting held on-01-06-2018

The institution formed 14 various committees for smooth conduct of curricular, co-curricular, co-curricular and extra curricular activities. Accordingly a committee was constituted to receive and welcome the peer team which made it meaningful. The IQAC in all prepared 43 files to keep all the required documents regarding SSR. They prepared in such a way that if any Peer team member asked about anything should be able to produce before them.

Prof.Rajanale who is professor and finance officer in G.U. Kalaburagi was invited on 05.06.2018 to review the preparations made towards onsite NAAC Peer team visit. He gave us valuable tips about how to present the information before Peer team members.

The coordinators of Alumni and Parents and Teachers committee called meeting and near about 150 alumni members and parents had attended the meeting. They were informed about the onsite NAAC peer team visit. They were also requested to be present in the meetings called during NAAC peer team visit. They were also asked to express their feelings about the institution before NAAC Peer team.

02-06-2018

MEETING-2

1) Minute :

All the teaching staff is here by asked to attend meeting held on 02-06-2018 at 11:30 am in staff room. The meeting is called to discuss about onsite peer team visit and other issues.

2) Agenda of the Meeting

Preparation of documents for peer visit and asking three more dates of time slots in the month of June – 2018.

3) Resolutions Passed

- a) It is unanimously decided to think over given slots of time for peer visit.
- b) The staff is informed about the cluster system which GUK decided to implement from this year Academic (2018-19) itself.
- c) It is also decided to keep I.C. at the library.
- d) It is also resolved that all H.O.D's have to submit their department profiles, attendance of students and work done dairy.
- e) The staff is also asked to make preparations of their respective committees.

Following members were present in the meeting

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|-------------------------|---------------------|
| 1) Dr. Chandrashekhar S | Principal |
| 2) Dr. Vidyasagar I.S. | Vice-Principal |
| 3) Prof. Vijaykumar D. | IQAC Coordinator |
| 4) Prof. Anilkumar J | HOD Commerce Dept. |
| 5) Prof. Siddappa K | HOD Education Dept. |
| 6) Prof. Nirmala S | HOD Economics Dept. |
| 7) Vasant Nasi | HOD Kannada Dept. |
| 8) Dr. Gandhiji M | HOD History Dept. |
| 9) Shri Anandraj P | Librarian |
| 10) Shri Narendra P | Office Supdt. |

Action taken report of the First meeting held on-02-06-2018

A request letter was written to NAAC to give time slots in the month of July or August for two reasons. The first one is the degree examinations are still going on in the month of June. The second reason is that students will not be available to interact with Pear team members as they write their exams in different colleges.

A copy of the Indian constitution was placed in a glass box in the library with the intension that every student should see it. Work done dairy, students attendance and department profiles were collected by respective HOD's of each department. They were preserved in IQAC room.

The coordinators of women cell, Anti-ragging cell and prevention of sexual harassment cell called the meetings to bring awareness about the punishment towards ragging and sexual harassment. The students and staff were asked to follow institutional values and ethics.

09-06-2018

MEETING-3

Minute :

All the teaching and non teaching staff are hereby asked to attend the meeting at 11:00am today at Principal Chamber. The agenda of the meeting is to discuss about the submission of given work towards NAAC peer team visit.

Agenda of the Meeting

Discussion over the given responsibilities towards NAAC peer visit 2018 May.

Resolutions Passed

- a) Pinpointed responsibilities should be completed in stipulated time.
- b) Library work (furniture work) should be completed in time.
- c) Peer team visit may take place in second week of June 2018 before that all staff should complete their assigned tasks.
- d) Presentation of cultural items during peer team visit.
- e) Beautifying the college by placing flower pots, rangoli in the premier places of the campus.

Following members were present in the meeting

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|-------------------------|---------------------|
| 1) Dr. Chandrashekhar S | Principal |
| 2) Dr. Vidyasagar I.S. | Vice-Principal |
| 3) Prof. Vijaykumar D. | IQAC Coordinator |
| 4) Prof. Anilkumar J | HOD Commerce Dept. |
| 5) Prof. Siddappa K | HOD Education Dept. |
| 6) Prof. Nirmala S | HOD Economics Dept. |
| 7) Vasant Nasi | HOD Kannada Dept. |
| 8) Dr. Gandhiji M | HOD History Dept. |

Action taken report of the First meeting held on-09-06-2018

Principal and IQAC coordinator prepared a list of works and responsibilities to be assigned and completed in time. Accordingly the letters were sent to each teaching and non-teaching member. Meetings were held at principal chamber and the works were reviewed on every Saturday till peer team visit. Shri. Anandraj Patil librarian was called by the Principal personally and ordered him to complete the work before the onsite NAAC peer team visit to the institution.

Cultural coordinators was asked to present Five cultural items by evening of the first day of NAAC peer team visit. Prof. Nirmala did it very well. NSS volunteers kept the college campus clean and maintained greenery. They were also asked to make the institution more beautiful and they did it.

20-06-2018

MEETING-4

Minute :

Clarification and queries have to be uploaded tomorrow i.e. 21-06-2018. Therefore we ask the teaching to submit their clarification pertaining their departments or committees. The information should be provided by 2:00pm today. If not the SSR metrics level deviations and extended profile deviations will be uploaded by 5:00pm today and who fail to submit their information will be intimated to General Secretary of the Society for further action.

Agenda of the Meeting

- To discuss and find solutions to the queries posed by DVV of NAAC about the SSR submitted for A&A
- To provide information about committees and departments by coordinators of the committees and HOD's of respective departments.

Resolutions Passed

- a) It is unanimously decided to sit together to give satisfactory answers posed by DVV to the queries.
- b) It was decided to prepare department profiles consisting of all the information's such as activities, projects paper presentation of faculty and students at class and seminars or conferences.
- c) It was also decided to get complete report from each committee.

Following members were present in the meeting

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|-------------------------|---------------------|
| 1) Dr. Chandrashekhar S | Principal |
| 2) Dr. Vidyasagar I.S. | Vice-Principal |
| 3) Prof. Vijaykumar D. | IQAC Coordinator |
| 4) Prof. Anilkumar J | HOD Commerce Dept. |
| 5) Prof. Siddappa K | HOD Education Dept. |
| 6) Prof. Nirmala S | HOD Economics Dept. |
| 7) Vasant Nasi | HOD Kannada Dept. |
| 8) Dr. Gandhiji M | HOD History Dept. |

Action taken report of the First meeting held on-20-06-2018

DVV sought clarifications for 62 queries on all aspects of SSR. The IQAC coordinators gave the list of queries to the concern department. Principal, IQAC coordinator and HOD's of the respective department sat together and gave clarifications to the queries posed by DVV of NAAC.

Each department prepared the profile of its department including all the academic activities done for the last five years. The profile included presentation of papers, publications of articles and books, participated as resources persons, rewards, awards, department project work, field work, industrial visits and soon and they were duly submitted to IQAC.

Coordinators of the every committee was submitted a report on the activities done for the last five years. They prepared them and presented it to the IQAC.

27-07-2018

MEETING-5

Minute :

All the teaching staff here by requested to meet in Principal chamber at 2:00pm on 07-02-2019. The meeting is called to discuss about the issues of Post Accreditation initiatives of NAAC and prepare action plan of IQAC for 2018-19.

Agenda of the Meeting

To discuss the plan of action of AQAR 2018-19

Resolutions Passed

- a) It is unanimously decided to hold one more meeting to shoulder the responsibilities to individual teachers.
- b) It is also decided to complete the assigned duties of the teachers before the end of 2018-19 academic year.

Following members were present in the meeting

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|-------------------------|---------------------|
| 1) Dr. Chandrashekhar S | Principal |
| 2) Dr. Vidyasagar I.S. | Vice-Principal |
| 3) Prof. Vijaykumar D. | IQAC Coordinator |
| 4) Prof. Anilkumar J | HOD Commerce Dept. |
| 5) Prof. Siddappa K | HOD Education Dept. |
| 6) Prof. Nirmala S | HOD Economics Dept. |
| 7) Vasant Nasi | HOD Kannada Dept. |
| 8) Dr. Gandhiji M | HOD History Dept. |

Action taken report of the First meeting held on-27-07-2018

Informal meeting was held after two days in Principal chamber. The responsibilities of retired persons were given to some other faculty. Some works left to be done were completed.

The list of the responsibilities and the dates on which they were to be performed were given to each teacher. Most of them were done by the end of the academic year.

08-02-2019

MEETING-6

Minute :

All teaching faculty are asked to attend a meeting which will be held on 08-02-2019 at 02:00pm in principal chamber. The meeting is to be held to review and analyze the responsibilities of action plan of IQAC-2018-19

Agenda of the Meeting

- 1) It is to be done as part of quality initiative and enhancement by IQAC.

Resolutions Passed

- a) It is decided to review and analyze action plan and achievements of IQAC of the year 2018-19
- b) It was also decided to prepare the list of programmes and other activities to be completed before the end of academic year 2018-19

Following members were present in the meeting

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|-------------------------|---------------------|
| 1) Dr. Chandrashekhar S | Principal |
| 2) Dr. Vidyasagar I.S. | Vice-Principal |
| 3) Prof. Vijaykumar D. | IQAC Coordinator |
| 4) Prof. Anilkumar J | HOD Commerce Dept. |
| 5) Prof. Siddappa K | HOD Education Dept. |
| 6) Prof. Nirmala S | HOD Economics Dept. |
| 7) Vasant Nasi | HOD Kannada Dept. |
| 8) Dr. Gandhiji M | HOD, History Dept. |

Action taken report of the First meeting held on-08-02-2019

Plan of action and achievements of IQAC for the year 2018-19 was analyzed. There were some works left to be done. The coordinators of such committees and departments were cautioned to complete them before the end of the academic year 2018-19 IQAC prepared a list of activities to be done to maintain quality in the institution. It held two days meetings one with teaching and other with non teaching staff.