

Office of the IQAC Co-Ordinator GDC Surankote

MINUTES OF MEETING

HELD ON 12TH SEPTEMBER, 2017 AT 2.00 P.M

A meeting was convened by Prof. Wajahat Hussain, Co-Ordinator IQAC, in his office of IQAC on 12th of September, 2017 at 2.00 p.m to discuss the Agenda items.

Attendees: The following members attended the meeting.

S.No	Name of the Staff Member	Signature
01	Dr. Mussarat Jabeen	
03	Dr. Mahmood Ahmed	
04	Dr. Pervaiz Hussain	
05	Mr. Khaleeq Ahmed	
06	Mr. Naseer Ahmed	

Absentees: The following member(s) could not attend the meeting due to his/her/their pre-occupation and prior commitment/ non-availability on account of leave.

S.No	Name of the Staff Member
1	Dr. Abdul Razaq, Assistant Professor of Urdu

1. **Commencement of meeting:**

The meeting was declared open by the IQAC Co-Ordinator at 2.15 p.m.

2. **Opening remarks:**

At the very outset of the meeting, the IQAC Co-Ordinator welcomed all the staff members for attending the meeting. Thereafter he briefed the agenda items of meeting as "an amount of Rs. 125.57 lakhs has been released as 2nd installment of RUSA in favour of Principal Degree College, Surankote for meeting expenses on account of approved upgradation activities under the component "Infrastructure Grants of Colleges" of the CSS-RUSA. He said that this committee shall recommend an overall framework with respect to upgradation of infrastructure for ensuring Quality Work and Quality Teaching in the college".

3. **Discussions/Comments on Agenda of meeting:**

The agenda items were taken for discussion. A threadbare discussion was held among all the staff members and the following decisions were taken unanimously. Their views, comments and responses are summarized below.

4. **Minutes of the meeting:**

On the basis of the views, comments and responses of the staff members, the minutes of meeting are recorded as follows.

Agenda item No: 1. Upgradation of Traditional Class Rooms to Smart Class Room

The members of committee recommended that the purchase of following items for converting the traditional classroom into smart class room.

Sl.No.	Item with specification
1	Interactive Board
2	Podium

3	Visualizer
4	Screen 10x8 with remote
5	Celling Kit 4 Feet
6	HP Desktop i7
7	Colour copier
8	Black and White Photocopier
9	Laptop Core i5

Agenda item No: 2. Upgradation of Library

The members of committee recommended that following items be purchased for the upgradation of library:

S.No.	Items with specifications
1	Sofa St
2	Library Almirah with Glass Shelves
3	Library Tables
4	Library Chairs
5	Librarian Table
6	Librarian Chair
7	Visitor Chairs
8	Benches
9	Computer Tables
10	Computer Chairs with arms
11	Almirah without glass
12	Almirah without glass with locker

Agenda item No: 3. Upgradation of Sports Facility

The members of committee recommended that the purchase of items for creation of following sports facilities in the college:

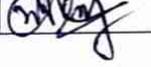
S. No.	Sports Facility to be Created
1.	Volleyball
2.	Badminton
3.	Table Tennis
4.	Football
5.	Hockey
6.	Cricket
7.	Athletics
8.	Boxing
9.	GYM Equipment

1. Recommendations and confirmations of minutes of meeting :

Dr. MussaratJabeen read the minutes of the meeting and passed on these minutes to the staff members for their further comments, if any. No further comments were received.

All the staff members accepted and confirmed the minutes of the meeting and recommended these minutes of meeting for approval.

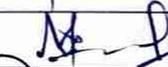
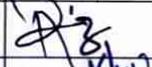
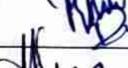
Members of IQAC Committee

S.No	Name	Designation	Signature
1	Dr. MussaratJabeen	Member	
2	Dr.Mahmood Ahmed	Member	
3	Dr. Pervaiz Hussain	Member	
4	Mr. Khaleeq Ahmed	Member	
5	Mr. Naseer Ahmed	Member	

2. Approval of minutes of meeting:

In pursuance to the discussions of the staff members on the agenda items and their recommendations for the approval of these minutes of the meeting held today, 12th of Sept., 2017, the minutes of meeting are approved as read.

3. Members of IQAC Committee

Sl.No	Name	Designation	Signature
1	Dr. MussaratJabeen	Member	
2	Dr.Mahmood Ahmed	Member	
3	Dr. Pervaiz Hussain	Member	
4	Mr. Khaleeq Ahmed	Member	
5	Mr. Naseer Ahmed	Member	

4. Termination of meeting:

The meeting ended at 4.00 p.m with a vote of by Dr. MussaratJabeen.

The Co-Ordinator thanked all the staff members for their healthy discussion and cooperation.


Dr. Wajahat Hussain
Co-Ordinator IQAC