

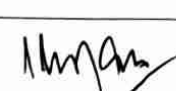

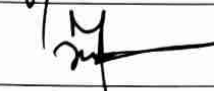



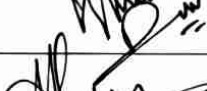


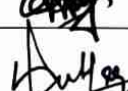

# IQAC GDC Surankote

## MINUTES OF MEETING OF IQAC

HELD ON , 02 Dec., 2021 AT 2.30 PM

A meeting of all the IQAC members was organised in the IQAC on 01-12-2021 under the chairmanship of Prof Sarshad Hussain, Co-ordinator IQAC to discuss the agenda items.

**Attendees:** The following members attended the meeting.

S.No	Name of the Staff Member	Signature
1.	Dr. Wajahat Hussain	
2.	Prof. Sarshad Hussain	
3.	Dr. Mussarat Jabeen	
4.	Dr. Khalil Ahmed	
5.	Dr. Mohd Ashfaq	
6.	Dr. Parvaiz Hussain	
7.	Prof Khaleeq Ahmed	
8.	Dr. Naseer Ahmed	
9.	Ms. Aafia Zaman	
10.	Mr. Raiz Ahmed	
11.	Mr. Waseem Ul Haq	

**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 and were granted leave of absence.

S.No	Name of the Staff Member
1	Zahied Sharief, PTI

**1. Commencement of meeting:**

The meeting was declared open by the coordinator, Prof Sarshad Hussain at 2.35 p.m.

**2. Opening remarks:**

At the very outset of the meeting Dr. Wajahat Hussain, senior administrative officer of college, welcomed all the staff members for attending the meeting and brief the agenda items of the meeting.

**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 1: Annual Report of the IQAC**

Contribution of IQAC during the year 2021 was discussed and finalised as below:

- I. Internal Quality Assurance Cell was reconstituted in accordance with the guideline of National Assessment and Accreditation Council (NAAC), Bengaluru, India on 09/02/2021.
- II. A Draft Plan/ Policy Document was framed by IQAC on 12/02/2021 outlining the broad contour of working of college for quality assurance. Main points of the Policy Documents and progress made against the points are as follows:

Point No	Title of Point of Draft Policy	Progress Made
1	Policy Towards Record Keeping	IQAC has started collecting the information and is a continuous process.
2	Policy Towards Curricular Planning and Implementation	
	Academic calendar	Made and displayed on website
	Program outcomes	Formulated and displayed on website.
	Mode of assessment	Formulated and displayed on website.

	Add on Course	Decided to be started in English subject this year.
3.	Policy Towards Academic Flexibility	Maximum choices for opting courses were given in admission during this session
4.	Policy Towards Curriculum Enrichment and Learning Process	As a first step in participative learning field trip of geography was conducted on 28/10/2021
5.	Policy Towards Feedback System	Feedback of Students, Alumni and Teachers was collected, analyses and action has also been taken.
6.	Policy Towards Catering to the Student Diversity	Identification of Slow Learners and Advanced Learners and remedial classes for slow learners is in progress.
7	Policy Towards Effective Teaching and Learning system	<ul style="list-style-type: none"> <li>• Interactive Panels have been installed and ICT based teaching has been encouraged.</li> <li>• Class tests, quizzes, student seminars, symposiums, debates have become a continuous process.</li> </ul>
8	Policy Towards Evaluation Process and Reform	Evaluation was made as per schedule and transparency in awards was made.
9.	Policy Towards Resource Mobilisation for Research	Research project are yet to be taken.
10.	Policy Towards Extension Activities	Extension activities in neighbourhood communities has become regular features. Swatch Abhyan was taken at Pir Ki Gali.
11.	Policy Towards Collaboration	Working MoU is already in place with GDC Poonch, GDC Mendhar for academic exchange and with MANUU for running study centre of MANUU.
12	Policy Towards Infrastructure and	<ul style="list-style-type: none"> <li>• Traditional class rooms have been converted to Smart Class Rooms.</li> </ul>



	<b>Learning Resources</b>	<ul style="list-style-type: none"> <li>• Sports equipment have been purchased.</li> <li>• Ground development in Progress.</li> <li>• Gymnasium is set up.</li> <li>• DPR for automation of library has been prepared.</li> <li>• Subscription of N-LIST has been made.</li> <li>• Campus has made WiFi connected</li> </ul>
13	<b>Policy Towards Student Support</b>	<ul style="list-style-type: none"> <li>• Scholarship scheme continued.</li> <li>• Financial AID has been started.</li> <li>• Poor students were admitted by financial contribution by staff.</li> <li>• Grievance redressal and career counselling cells are in place.</li> </ul>
14	<b>Policy Towards Student Progression</b>	Alumni portal has been created in website for generating information.
15	<b>Policy Towards Student Participation</b>	Student Body has been framed.
16	<b>Policy Towards Alumni Engagement</b>	Alumni meet was organised and they were encouraged for their financial and non-financial contribution.
17	<b>Policy Towards Governance, Leadership and Management</b>	<ul style="list-style-type: none"> <li>• Committees have been framed.</li> <li>• IQAC is activated.</li> <li>• Performance appraisal in the form of APR is already in place.</li> </ul>
18	<b>Policy Towards Institutional Values and Best Practices</b>	
	<b>Promotion of gender equity</b>	<ul style="list-style-type: none"> <li>• CCTV have been installed</li> <li>• Girls Common Room is made available</li> <li>• Women development cell is in place.</li> <li>• Separate washrooms for females</li> </ul>

		have been made available.
	<b>Energy Conservation</b>	<ul style="list-style-type: none"> <li>• LED have been installed.</li> <li>• Dual inverters have been purchased.</li> </ul>
	<b>Management of degradable and non-degradable waste</b>	<ul style="list-style-type: none"> <li>• MoU with Municipality has been signed.</li> <li>• Incinerators have been installed.</li> </ul>
	<b>Water Conservation</b>	Yet to plan
	<b>Green Campus</b>	Plantation, landscaping is in progress.
19	<b>Best Practices Towards Disabled-friendly, barrier free environment.</b>	<ul style="list-style-type: none"> <li>• Policy has been made and uploaded on website (in Prospectus).</li> <li>• Wheelchairs have been procured.</li> </ul>
20	<b>Best practices towards harmony and constitutional obligations</b>	<ul style="list-style-type: none"> <li>• All the constitutional days are being observed.</li> <li>• Code of Conduct is on website.</li> <li>• Academic calendar is in place</li> </ul>
21	<b>Policy Towards NAAC Accreditation</b>	<ul style="list-style-type: none"> <li>• One Week Workshop on SSR was organised</li> <li>• College has submitted its IIQA</li> </ul>
22	<b>Purchase Policy for College</b>	Whole requirement of college was worked out in the start of session and execution is in progress.
23	<b>Proposed Policy on Building Infrastructure</b>	DPRs for Hostels, Gymnasium Hall, Sports Block, Science Block have been prepared.
24	<b>Policy Towards Effective Mentor-Mentee Relationship</b>	Adopted
25	<b>Institution of Excellency Awards</b>	Awards received from District administration, NGOs and MGNCRE Ministry of Education Govt of India

26	Rotation of Important Assignment	Program Officer NSS has been changed
27.	Policy Towards Best Usage of Created Resources	<ul style="list-style-type: none"> <li>• Operation of college bus is in process.</li> <li>• Running College Canteen is under process.</li> <li>• DPRs for Alumni Partitioning for providing working space to various cells have been prepared.</li> </ul>

III. In meeting of IQAC held on 20-02-2021 following initiatives were taken.

S.No	Initiatives	Progress
1.	Installation of water supply in the academic block	Submersible pump purchased and installed, water connection restored, Water purifier and cooler installed
2.	Power Supply to the College Building	Transformer installed, building connected to grid, 50KVA Gen Set installed, Double Battery Inverters installed.
3.	Development of College Ground, Pedestrian Friendly Path and Boundary Wall	<ul style="list-style-type: none"> <li>• Development of College ground and Boundary Wall is under progress.</li> <li>• Pathways and Parking has been developed.</li> </ul>
4	Creation of ICT facilities in classrooms, labs and IQAC	<ul style="list-style-type: none"> <li>• 3 class rooms and 2 labs have been made smart by installing Interactive Panel Board</li> <li>• Computer for IQAC have been purchased</li> </ul>
5	Creation of Sports facilities in the College	Playing gadgets for indoor games and outdoor games have been procured, Gymnasium has been set.



6	Creation of Music and Fine Arts facilities in the College	Equipment of Music and Fine Arts have been purchased.
7.	Creation of Food Processing Unit for running Skill Course	Equipment for food processing have been purchased.
8.	Enrichment of Library	Books have been purchased.
9.	Creation of Browsing Centre	Browsing centre has been developed

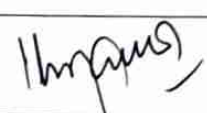




- IV. One Week Inter-collegiate Workshop on SSR was held by the IQAC from 25<sup>th</sup> of July to 31<sup>st</sup> of July 2021, outcome of which was discussed and finalised in meeting held on 06/08/2021. As decided in that meeting **College Website** has been updated. Sign boards are prepared and installed in institution.
- V. As decided in meeting held on 09-10-2021, following two initiatives were taken and accomplished:
- a. **Brainstorming Session about NAAC preparation was held by IQAC on 11/10/2021** where videos and photographs of the NAAC PEER TEAM VISIT and Preparation of the NAAC accredited institutions were displayed and discussed.
  - b. **Visit to NAAC accredited institution, GDC Mendhar arranged on 30/10/2021** so as to make their mind in the line of preparation for inspection.
- VI. Students feedback was analysed on 12/10/2021.
- VII. Teachers Feedback was analysed on 21/10/2021.
- VIII. Alumni feedback was analysed on 15/11/2021.
- IX. As decided in meeting held on 18/11/2021 following tasks were accomplished:
- a. General Orientation Programm was held on 22/11/2021.
  - b. Drive to collect detail of students for SSS was made in the 4<sup>th</sup> week of Nov., 2021
  - c. Students Body was elected on 27/10/2021.

**5. Recommendations and confirmations of minutes of meeting:**

Prof. Waseem ul Haq, read the minutes of the meeting and passed on these minutes to the IQAC 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 from the chair.

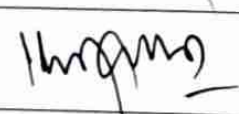

### **IQAC Committee**

S. No	Name	Designation	Signature
1.	Dr. Wajahat Hussain	Co-opted Member	
2.	Dr. Mussarat Jabeen	Member	
3.	Dr. Khalil Ahmed	Member	
4.	Dr. Mohd Ashfaq	Member	
5.	Dr. Parvaiz Hussain	Member	
6.	Prof. Khaleeq Ahmed	Member	
7.	Dr. Naseer Ahmed	Member	
8.	Ms. Aafia Zaman	Member	
9.	Mr. Raiz Ahmed	Member	
10.	Mr. Waseem Ul Haq	Member	



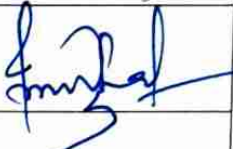

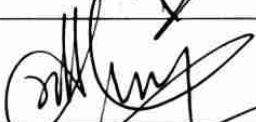

### **6. Approval of minutes of meeting:**

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, 18/11/2021 the minutes of meeting are approved as read.

### **7. IQAC Committee**

S. No	Name	Designation	Signature
1.	Dr. Wajahat Hussain	Co-opted Member	
2.	Prof. Sarshad Hussain	Member	



3.	Dr. Mussarat Jabeen	Member	
4.	Dr. Khalil Ahmed	Member	
5.	Dr. Mohd Ashfaq	Member	
6.	Dr. Parvaiz Hussain	Member	
7.	Prof. Khaleeq Ahmed	Member	
8.	Dr. Naseer Ahmed	Member	

**8. Termination of meeting:**

The meeting ended at 4.00 p.m with a vote of thanks by Prof. Khaleeq Ahmed.



(Prof. Farshad Hussain)  
Coordinator IQAC