No: GDCS/2020/IQAC02   Dated: 30/03/2020

Minutes of the Virtual IQAC Meeting held through Zoom App

The first meeting of the current academic year was held on 30th March, 2020 in virtual mode through zoom at 3:00 pm due to ongoing Covid-19 lockdown. The meeting began with opening remarks by the worthy principal wherein he discussed the situation arising out of the Covid-19 pandemic and the measures taken by the institute vis-a-via teaching learning during the pandemic. The principal informed the meeting that the college administration was working in close coordination with district administration and a 100 bedded quarantine center has been set in the college premises. Moreover, majority of the faculty members were engaged by the district administration as nodal officers for the containment of the covid-19 infection. The summary of the proceedings of the meeting is as follows:

(1) To streamline the academics which was derailed due to the outbreak of the Covid-19 and the subsequent lockdown, it was decided that convener timetable committee, Mr. Abdul Rafey, will frame timetable for the online class work and share the same in the college WhatsApp group. The meeting also discussed the multiple platforms for online teaching such as WiseApp, zoom meeting, Google classroom etc. It was unanimously decided that the study material should be made available to students through Google classroom while as the online classes can be conducted through WiseApp or zoom meeting.

(2) A few of the members also tried to draw the attention of the meeting towards the participant and time constraint of the zoom meeting app. The meeting explored the various alternatives to overcome these limitations.

(3) To streamline and monitor the online teaching process, a fresh online class work monitoring committee was framed with Prof. Gulzar Ahmad as its convener. All

teaching faculty members were ordered to share the attendance of their online classes on regular basis in the class work monitoring group created for the purpose. The committee was asked to submit weekly report to the principal as to number of classes conducted by every faculty member.

(**4**) Mr. Tajamul Islam, member IQAC, gave a detailed PowerPoint presentation on various online teaching platforms. The presentation was interspersed with queries by faculty members which were satisfactorily dealt with by the faculty member.

(**5**) It was decided that Debates and Seminars Committee of the institution shall come out with a monthly calendar depicting tentative dates of webinars and other programs to be organized by the different departments of the institution. The coordinator stressed on the need of awareness on mental health and asked the Department of Psychology to conduct regular counseling sessions with the students to spread the awareness on mental health.

(**6**) The meeting also deliberated on the request by various student groups of the college that e-content be made available to the students. It was suggested that Dr. Aijaz Ahmad Wachkoo and Dr. Hilal Ahmad Pal (IQAC members) shall work out the modalities for the development and availability of e-content facility to the students. The meeting ended with a vote of thanks to the chair by Dr. Nisar Ahmad Wani.

Attendees:

1. Dr. Ali Mohammad Dar *(Principal)*   Chairperson

2. Mr. Tariq Hussain Mir   *(Associate Professor)*   Coordinator

3. Dr. Nisar Ahmad Wani *(Assistant Professor)*   Member

4. Mr. Gulzar Ahmad *(Assistant Professor)*   Member

5. Mr. Tajamul Islam   *(Assistant Professor)*   Member

6. Dr. Hilal Ahmad Pal *(Assistant Professor)*   Member

7. Dr. Naseer Ahmad Dar *(Assistant Professor)*   Member

8. Mr. Wahid Ahmad Dar *(Assistant Professor)*   Member

9. Mr. Wajid Manzoor   *(Student)*   Member

Minutes of the IQAC Meeting

The IQAC met under the chairmanship of the principal in the conference hall of the institution on 15th July, 2020 at 12:30 pm. The meeting was attended by all IQAC members in person. In his address, coordinator IQAC, Prof. Tariq Hussain, called upon all IQAC members to expedite the process of AQAR compilation and subsequent submission to NAAC so that the next cycle of accreditation could take place on the due date. He admitted that the IQAC of the institution could not meet in person since the last meeting in the previous year due to political uncertainty in 2019 followed by outbreak of the Corona virus in the beginning of 2020. The summary of the proceedings of the meeting is as follows:

1) Minutes of the previous meeting were read and confirmed. **In compliance to the decisions taken in the previous meeting following actions were taken:**

a) The timetable was framed for online classes which was shared with the students of the institution through WhatsApp groups and college Facebook page. Moreover, the class work monitoring committee maintained a record of the online classes conducted by faculty members for various semesters.

b) A number of webinars, online quiz, essay and painting competitions were conducted by the different departments of the institution.

c) Majority of the teaching faculty members rendered services as nodal officers for the containment of the Covid-19 infection in the district.

2) The Covid-19 lockdown necessitated the switchover of class work from offline to online mode. The IQAC put forth the idea of providing digital writing pads and laptops to the faculty members to make online teaching more interactive and hassle-

free. Consequently, a proposal was submitted to the principal office for directing the relevant section of the college for procuring the requisite laptops and writing pads.

3) The coordinator IQAC apprised the house that a few departments in the institution are sans permanent faculty which has affected the routine class work in these subjects. The meeting suggested the roping in of contractual and need based teachers without any further delay.

4) The meeting held a threadbare discussion on available online teaching platforms such as Zoom meeting, Google Classroom, WiseApp, Google Meet, Teachmint etc. It was unanimously decided that the teachers can use zoom and WiseApp for teaching especially later considering its ability to work at low internet speed and other useful features. The meeting was informed that the Director Colleges is conducting an online training session for use of WiseApp by its developer for colleges of the UT.

5) The meeting also discussed the modus operandi for conduct of examinations for various semesters after the affiliating university, University of Kashmir, authorized affiliated colleges to conduct examinations. It was decided that the semester examination would be conducted in online mode based on MCQs or assignments followed by viva voce of the candidates.

6) The meeting also discussed the emergence of mental health issues among students during Covid-19 forced lockdown. The Psychological Cum Career Counselling and placement cell was entrusted the job of conducting awareness programs on mental health regularly.

7) As college was closed for in-person teaching, no laboratory could be undertaken for the most part of the year. The coordinator IQAC informed the meeting that the

institution was in touch with IIT Bombay for connecting to virtual Labs facility of the institute for conducting practical work in virtual mode.

8) A sub-committee comprising Dr. Nisar Ahmad Wani, Prof. Gulzar Ahmad and Prof Wahid Ahmad was entrusted the job of proofreading of the Draft copy of AQAR for 2018-19. The sub-committee was also asked to submit a comprehensive evaluation report to the IQAC within two weeks' time.

Attendees:

1. Dr. Javaid Ahmad *(Principal)* — Chairperson
2. Mr. Tariq Hussain Mir *(Associate Professor)* — Coordinator
3. Dr. Nisar Ahmad Wani *(Assistant Professor)* — Member
4. Mr. Gulzar Ahmad *(Assistant Professor)* — Member
5. Mr. Tajamul Islam (*Assistant Professor)* — Member
6. Dr. Naseer Ahmad Dar *(Assistant Professor)* — Member
7. Dr. Hilal Ahmad Pal *(Assistant Professor)* — Member
8. Mr. Wahid Ahmad Dar *(Assistant Professor)* — Member
9. Mr. Wajid Manzoor (*Student)* — Member

No: GDCS/2020/IQAC04   Dated: 15/11/2020

Minutes of the IQAC Meeting

Agenda:

- ❖ **Operationalization of ICT facilities in Classrooms**
- ❖ **Constitution of Innovation and Incubation Cell**
- ❖ **Preparation and submission of AQARs to NAAC**
- ❖ **Relocation of college gymnasium to the new building**
- ❖ **Awareness on Covid-19 and distribution of ration among the poor**
- ❖ **Shouldering Social Responsibility in Covid Pandemic**

The IQAC of the institution held a meeting on 15th November, 2020 at 2.30 pm under the chairmanship of the coordinator IQAC, Prof. Tariq Hussain Mir. The meeting was attended by all IQAC members except Dr. Naseer who informed his inability to attend the meeting due to prior engagement. The meeting took stock of the academic, developmental, curricular and co-curricular activities in the institution. A summary of the proceedings of the meeting is as follows:

The minutes of the previous meeting held on 15/07/2020 were read and confirmed. **Following actions were taken in response to the previous meeting:**

a) Digital writing pads were distributed among the permanent faculty members. Moreover, laptops were provided to all department HoDs for making online teaching hassle-free and effective.

b) Acting upon the suggestion of the IQAC, the institution submitted a requisition for the contractual teaching staff for various departments. Consequently, a good number of faculty members were engaged as academic arrangement and guest faculty to ensure smooth teaching learning in the institution.

c) An online hands-on training session for use of WiseApp for online teaching was conducted by the IQAC of the institution in collaboration with the JK Higher Education Department. The resource person for the training session was the founder of the WiseApp who gave a detailed presentation on various features and working of the App.

d) Examinations across semesters were held in online mode as per the schedule issued by the affiliating university. At college level the examination committee supervised the processes of examination and evaluation.

e) Two online seminars on mental health vis-à-vis Covid pandemic were organized by the Psychological cum Career Counselling cell of the institution.

f) The institution was notified as nodal center for virtual lab under the Virtual Labs initiative of IIT Bombay after the institution actively pursued the matter with the host institution.

g) The AQAR for the year 2018-19 was approved by the IQAC after minor corrections were effected in the draft copy of the AQAR on the recommendations of the proofreading committee.

1. **Operationalization of ICT facilities in Classrooms:** The meeting took stock of the installation of the ICT tools in the classrooms. The meeting was informed that all the classrooms in the two new lecture blocks have been equipped with Interactive flat panel display boards (IFPD), K-Yan (integrated computer projectors) and smart podiums and these tools have been operationalised for teaching. It was resolved that all basic science laboratories will be equipped with overhead projectors for practical demonstration in the next phase.

2. **Constitution of Innovation and Incubation Cell:** An incubation and innovation cell was constituted with Prof. Waheed Ahmad as its convener. Convener IQAC, Prof. Tariq Hussain, while addressing the meeting remarked that this cell would help in creating a culture of innovation and growth in the institution.

3. **Preparation and submission of AQARs to NAAC:** During the meeting Hilal Ahmad Pal, member IQAC, informed that the college could not submit pending AQARs of previous years due to defunct college website. However, the IQAC had compiled the AQARs for academic years 2017-18 and 2018-19 and the work on the preparation of annual report for 2019-20 was in progress. The IQAC took up the matter of defunct college website with principal who assured swift revamping and operationalization of the website.

4. **Relocation of college gymnasium to the new building:** An important agenda of the meeting was the shifting of the gymnasium from its makeshift location to the building constructed for the purpose of the gymnasium. It was unanimously decided that the gymnasium will be shifted to the new building soon and that it needs to be equipped with state-of-the-art gym equipment. The department of physical education was tasked to submit a proposal for gym equipment to the principal office within a weeks' time.

5. **Awareness on Covid-19 and distribution of ration among the poor:** As the college remained closed for the in-person teaching for the most part of the first half of the academic year, the coordinator IQAC directed the NSS program officer to constitute teams of volunteers who will visit the adjoining areas of the college for raising awareness on Covid-19 infection and distribution of ration among the downtrodden families of these localities.

6. **Shouldering Social Responsibility in Covid Pandemic:** The coordinator IQAC informed the meeting that there was severe shortage of space for establishing quarantine and wellness centers in view of rising Covid-19 patients. Consequently, the meeting decided to offer its infrastructure to district administration to help it in fighting the Covid-19 virus. Moreover, the human resource of the institution was engaged in several capacities to assist the administration in containing the spread of this virus.

The meeting ended with a vote of thanks to the chair by Dr. Syed Riyaz.

Attendees:

1. Dr. Javid Ahmad (Principal) — Chairperson

2. Mr. Tariq Hussain Mir (Associate Professor) — Coordinator

3. Dr. Nisar Ahmad Wani *(Assistant Professor)* — Member

4. Mr. Gulzar Ahmad *(Assistant Professor)* — Member

5. Mr. Tajamul Islam *(Assistant Professor)* — Member

6. Dr. Naseer Ahmad Dar *(Assistant Professor)* — Member

7. Dr. Hilal Amad Pal *(Assistant Professor)* — Member

8. Mr. Wahid Ahmad Dar *(Assistant Professor)* — Member

9. Ms. Humaira Jan (Student) *(Assistant Professor)* — Member