

Internal Quality Assurance Cell (IQAC)
Government Degree College, Shopian Kashmir

Minutes of the IQAC meeting

Agenda

- Preparation and submission of AQARs to NAAC
- To review progress of under-construction infrastructure development projects
- Installation of electronic notice board in the campus
- Construction of laboratories
- Framing of the inspection team during examination
- Materials and equipment for the laboratories

The IQAC met on 15th April, 2019 at 2:00 pm in the conference hall of the institute. The meeting was chaired by the IQAC Chairperson, Dr. Ali Mohammad Dar, and all members attended the meeting. The meeting deliberated on various issues concerning various aspects of the institute. A summary of the proceedings of the meeting is as follows:

1. Preparation and Submission of AQARs to NAAC: The meeting started off with an address by the coordinator of IQAC. The coordinator apprised the meeting about the status of AQAR compilation and submission to the NAAC. He informed the meeting that the college could not submit AQARs of previous years owing to dysfunctional college website. Though the matter was brought to the notice of the worthy principal several times, no breakthrough has been achieved as of now. The meeting held threadbare discussion on the preparation of AQAR for the current academic year. The criteria of the AQAR were assigned to the IQAC members for preparation and consolidation keeping in view the experience and expertise of the faculty members in the assigned criteria.

2. Review progress of under-construction infrastructure development projects: The coordinator apprised the meeting about the status of work on under-construction projects in the institution. Several members expressed disappointment at the delay in completion of the projects and demanded the projects be completed in a time bound manner. Convener, college development committee, informed the meeting that the construction work on two lecture hall blocks was going on in full swing and will be handed over to the college administration by the end of the year. Moreover, it was also informed that the work on the auditorium will be resumed soon.

3. Installation of electronic notice board in the campus: The meeting deliberated on the suggestion by some members of the committee regarding the need for installation of an electronic notice board in the campus for display of announcements. The meeting unanimously supported this suggestion and advised convener, college development committee, to work out the modalities for the purchase and installation of electronic notice board.









4. Construction of laboratories: More than half a dozen subjects which require laboratory were introduced in the institution during the last couple of years. Although, the space has been designated for construction of laboratories for courses such Biochemistry, Biotechnology, Geography and Psychology, the laboratories for remaining courses such as Food Technology, Geology and Anthropology are operating from make shift arrangements. It was decided that the construction of the new laboratories for which all formalities have been completed would be undertaken immediately. Moreover, the construction of the remaining labs will be undertaken after some departments are shifted from Science block to new lecture blocks.

5. Framing of the inspection team during examination: The meeting also took up the matter of conduct of examinations for discussion in view of coming semester examinations. It was decided that an inspection team will be framed before the start of the examination to ensure fair and smooth examination in the college. The inspection team will comprise senior as well as junior faculty members of the institute and will visit

examination centers on exam days to check the menace of copying and other unfair means.

6. Materials and equipment for the laboratories: The HoDs of Science departments were asked to submit the requisitions for the materials and equipment to the accounts section of the college. The meeting also took notice of the complaints by the various departments located in the Science block about the frequent breakdown of the water supply. The college development committee was entrusted with the job of fixing the problem. The meeting ended with a vote of thanks by Dr. Aijaz Ahmad Wachkoo.

Attendees:

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| 1. Dr. Ali Mohammad Dar | (Chairperson) |  |
| 2. Mr. Tariq Hussain Mir | (Coordinator) |  |
| 3. Dr. Sajad Hussain Ahangar | (Faculty member) |  |
| 4. Mr. Muhammad Nayeemur Rehman Rather | (Faculty member) |  |
| 5. Dr. Aijaz Ahmad Wachkoo | (Faculty member) |  |
| 6. Dr. Hilal Ahmad Pal | (Faculty member) |  |
| 7. Mr. Shahnawaz Ahmad Khanday | (Faculty member) |  |
| 8. Dr. Umar Farooq | (Faculty member) |  |

Co-Ordinator
I.Q.A.C
Govt. Degree College
Shopian (Kmr.)

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Minutes of the IQAC meeting/Action Taken Report

Agenda

- **Reading and confirmation of the minutes of the previous meeting**
- **Career counseling programs**
- **Academic Audit**
- **Maintenance of the college horticultural garden**

The second meeting of IQAC was held on 20th June, 2019 at 2:00 pm in the conference hall of the institute under the chairmanship of the worthy principal. In his opening remarks, worthy principal of the institute tried to draw the attention of the IQAC towards the aspects of the institute which need immediate attention. Several issues as to monitoring and improvement of quality were discussed at length. A summary of the proceedings of the meeting is as follows:

1. Reading and confirmation of the minutes of the previous meeting: Minutes of the previous meeting held on 15th April, 2019 were read and confirmed. In compliance with the decisions taken in the previous meeting following actions were taken.

- a. **Preparation and submission of AQARs to NAAC:** The preparation of AQAR for the current academic year was under progress. The submission of previous AQARs could not be completed due to defunct college website.
- b. **Review progress of under-construction infrastructure development projects:** The work on the various projects was going on in full swing and is expected to be ready for use by the year-end.



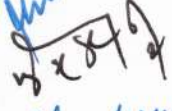

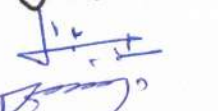



- c. **Installation of electronic notice board in the campus:** An electronic notice board has been successfully installed near the Prof. Shureeda Kashmiri block of the college.
- d. **Construction of laboratories:** The work on various laboratories at designated places in the Science block has begun. In the first leg laboratories for Biochemistry and Biotechnology will be constructed followed by other proposed laboratories.
- e. **Framing of the inspection team during examination:** The inspection team visits all examination centers on exam days and this practice has been lauded both the students and the faculty members.
- f. **Materials and equipment for the laboratories:** The college has processed the requisitions submitted by the departments and has placed orders with the suppliers.

2. Career counseling programs: The IQAC received requests from various student groups of the institute emphasizing on the need for organizing career counseling programs. The matter was discussed at length with the convener of career counseling cell who, through a power point presentation, highlighted the achievements of the cell in the last couple of years. The house was informed that the Career and Psychological Counseling Cell of the college has already prepared a tentative list of programs scheduled for the year and delegations from District Industries Center (DIC), Jammu and Kashmir Entrepreneurship Development Institute (JKEDI), Banks etc. have visited the campus so far. It was also decided that a pre-admission counseling cell will be constituted which will help students in the choice of skill courses during the upcoming admission for 3rd semester.

3. Academic Audit: As desired by various IQAC members, the meeting also deliberated on the mechanism for the conduct of academic audit. Consequently, a committee comprising Dr. Nisar Ahmad, Dr. Syed Riyaz, Dr. Naseer Ahmad, Mr. Shahnawaz Ahmad and Ms. Nahida was constituted to conduct the academic audit of the departments of the college in a phased manner and submit a report to the chair after finishing the audit.

4. Maintenance of the college horticultural garden: The meeting also discussed the measures taken by the institute for the maintenance and development of the horticultural garden of the institute. As a result, a committee comprising Dr. Umar Farooq (HoD, Department of Horticulture) and a few local fund employees of the institute was assigned the responsibility of looking after the garden. The coordinator stressed on the need for making efforts to make this garden a revenue generating asset for the college. The meeting ended with a vote of thanks to the chair.

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