

IQAC-SCS Govt. Degree College Mendhar

MINUTES OF MEETING

A meeting of the College IQAC Committee was convened on 24-01-2024 under the chairmanship of Principal Dr. Mohammed Azam in connection with the preparations for upcoming NAAC accreditation and attended by the following committee members.

Attendees: The following members attended the meeting.

S. NO.	NAME
1.	Dr. Bashir Ahmed
2.	Prof. Mohd Sadeeq
3.	Prof. Sarshad Hussain
4.	Dr. Mahroof Khan
5.	Dr. Mohd Junaid Jazib
6.	Dr. Mohd Jameel
7.	Prof. Rehfit Naz Kosar
8.	Dr. Mohd Riaz
9.	Prof. Inam Ul Haq
10.	Dr. Imtiyaz Ahmed Wani
11.	Dr. Mohammed Rafi
12.	Dr. Parvaiz Hussain
13.	Dr. Jameel Ahmed
14.	Mr. Mohd Alyas
15.	Prof. Mohd Qasim Mir
16.	Dr. Mohd Tahir Amin Khan
17.	Dr. Liyaquit Ali
18.	Dr. Syed Zaigum Abbas

1. Commencement of meeting:

The meeting was declared open by the chair at 03:05 p.m.

2. Opening remarks: At the very outset of the meeting Dr. Bashir Ahmed, 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 including the worthy principal of the college and on the basis of the suggestions, comments and remarks of all the staff members following decisions were taken unanimously and the minutes of meeting are recorded as follows:








- I. Appreciating remarks were passed on for the successful completion of one-week online workshop on "preparation of self-study report (SSR)" organized by the college IQAC committee from 15-01-2024 to 23-01-2024.
- II. It was decided that a General orientation programme shall be conducted soon after the culmination of Examination of even semesters in order to strengthen the code of conduct of the College.
- III. It was also emphasised that every teacher shall conduct learning level tests of the students for making strategy to give required treatment to the slow and advanced learner.
- IV. It was also decided that frequent meetings between mentor and assigned mentees shall be held for redressing the issues and provide general counselling, guidance and support to the students.
- V. Dr. Jameel Ahmed, Dr. Yasir Ali and Dr. Jehangeer Ahmed Bhat were assigned the duty to issue circular and guide the students for enrolling in various online courses through MOOCs, SWAYAM, NPTEL etc.
- VI. Examination committee was assigned the task to come out with a policy document to ensure transparent, robust and fool proof examination system.
- VII. MAC No. of all computers in computer lab, language lab and college library Shall be updated for record keeping.
- VIII. Library Committee was assigned the task to come out with a policy document explaining the procedure for the purchase of diverse collection of books for the College Library to be followed by the institution in order to ensure the quality purchase.
- IX. College development committee shall prepare a short- and long-term institutional Development Plan for overall development of college.
- X. All the necessary preparations and documents related to energy audit, green audit and internal audit shall be prepared by Dr. Maroof Khan and documents related to academic audit shall be prepared by Dr. Imtiyaz Wani and Dr. Jameel Ahmad respectively.
- XI. Pits will be created and constructed at the outlet point of college drainage system for storage of rainwater. Which shall eventually be utilized for watering college playground, parks and gardens.
- XII. Two units of vermi-composite pits shall be purchased by College purchase committee for efficient management of solid waste within the campus.
- XIII. Prof. Inam ul haq shall compile the Programme wise result statement of all the outgoing 6th semesters from 2018 to till date duly certified by Controller of examination.
- XIV. All the heads of various departments shall keep ready the five-year time table and lesson plans for the upcoming NAAC team visit to campus.
- XV. Local fund employees will be assigned the duty as per the requirement of different departments.
- XVI. It was decided that the certificate courses shall be started and all the departments are encouraged to start the same in future. Department of


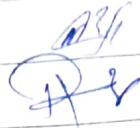
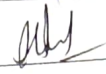
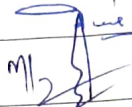
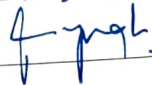
- Computer application and Geography have shown their consent in the same meeting and were given approval for the same.
- XVII. Women development cell was asked to prepare a gender sensitization activity plan and keep the record of the same since 2018.
- XVIII. A green squad for catering all the social works and green initiatives shall be formulated under the supervision of Prof. Qasim Mir.
- XIX. It was decided that all the departments shall encouraged the alumni to registered on the alumni portal of the website so that the information for their progression can be gathered.
- XX. All the convener of the committees shall hold the meetings atleast once in a month to asses and propose the work/activities under their ambit.
- XXI. All the officers' in-charge of NCC, NSS and sports shall prepare complete list and presentation of activities conducted from last five years.
- XXII. Dr. Liyaqat Ali incharge of alumni association committee shall ensure an alumni meet in the month of February.
- XXIII. All the staff members were directed by the worthy principal for submitting a certificate/Duty slip in the office for keeping record in their personal files, soon after the completion of the assignment.
- XXIV. It was decided that Dr. Mohd Raiz and Dr. liyaquit Ali shall take the responsibility of media and publicity.

4. Recommendations confirmations and approval of minutes of meeting:

- Dr. Jameel Ahmed, read the minutes of the meeting and passed on these minutes to the member for their further comments, if any. No further comments were received.
- In pursuance to the discussions of the members on the agenda items, all the members accepted, confirmed and approved the minutes of the meeting as read and submitted to worthy principal for approval.

Members

S.No.	NAME	Signature
1.	Dr. Bashir Ahmed	
2.	Prof. Mohd Sadeeq	
3.	Dr. Mahroof Khan	
4.	Dr. Mohd Junaid Jazib	
5.	Dr. Mohd Jameel	
6.	Prof. Rehfit Naz Kosar	
7.	Dr. Mohd Riaz	
8.	Prof. Inam Ul Haq	

9.	Dr. Imtiyaz Ahmed Wani	
10.	Dr. Mohammed Rafi	
11.	Dr. Parvaiz Hussain	
12.	Dr. Jameel Ahmed	
13.	Prof. Mohd Qasim Mir	
14.	Dr. Mohd Tahir Amin Khan	
15.	Dr. Liyaquit Ali	
16.	Dr. Syed Zaigum Abbas	

5. Termination of meeting:

The meeting ended at 04.00 p.m with a vote of thanks by Prof. Inam ul Haq.



Prof. Sarshad Hussain
Co-ordinator IQAC

SCS Govt. Degree College Mendhar

IQAC SCS GDC Mendhar IQAC

MINUTES OF MEETING

HELD ON, 29th of December, 2023 AT 12:00 PM

A meeting of all the permanent teaching college staff was held on 29-12-2023 under the chairmanship of Dr. Mohammed Azam, Principal of the college to discuss the agenda items.

Attendees: The following members attended the meeting.

S. NO.	NAME
1.	Dr. Bashir Ahmed
2.	Prof. Mohd Sadeeq
3.	Prof. Sarshad Hussain
4.	Dr. Mahroof Khan
5.	Dr. Mohd Junaid Jazib
6.	Dr. Mohd Jameel
7.	Dr. Mohd Riaz
8.	Prof. Inam Ul Haq
9.	Dr. Mohammed Rafi
10.	Dr. Parvaiz Hussain
11.	Dr. Jameel Ahmed
12.	Mr. Mohd Alyas
13.	Prof. Mohd Qasim Mir
14.	Dr. Mohd Tahir Amin Khan
15.	Dr. Liyaquit Ali

1. Commencement of meeting:

The meeting was declared open by the chair at 12:05 p.m.

2. Opening remarks: At the very outset of the meeting Prof. Sarshad Hussain, Co-ordinator IQAC, 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: Regularity and punctuality.

It was resolved that all the staff members shall ensure regularity and punctuality and respond to the instruction passed by the chair orally or in written

Agenda item 2: College NAAC accreditation for 2nd cycle.

- The tentative schedule for NAAC accreditation for 2nd cycle was discussed and it was resolved that AQAR shall be submitted at earliest and tentative schedule for 2nd cycle accreditation shall be as follows:

S.No	Activities	Tentative Dates
1.	IIQA submission	Before 31 st of January 2024
2.	SSR submission	Before 31 st March 2024
3.	NAAC peer team visit	In the last week of April

- Owing to annual transfer drive staff has been changed and the criteria of the SSR along with other allied work shall be redistributed among the newly posted staff members for which separated order shall be issued. Coordinator IQAC shall recommend the distribution of work among the staff members for the issuance of order.

Agenda item 3: Mentor- mentee Meeting.

- It was resolved that soon after the beginning of even semester classes all departments shall convene the mentor-mentee meeting of their students enrolled in major subject and submit the minutes of meeting to IQAC.

Agenda item 4: Maintenance of departmental and office record.

- Keeping in view the NAAC accreditation, it was resolved that all the departments shall maintain proper record in presentable form which includes identification of advanced and slow learners, remedial classes, departmental times table, lesson plan, keeping of activities record, keeping of old question paper, transparent mechanism of evaluation etc. etc.

Agenda item 5: Hands on training for non-teaching and students.

- It was resolved that college beautification committee, NCC, NSS, and Red Ribbon Club shall organise 10 days hands on training programme for non-teaching staff and students on the theme "Gardening and Beautification" beside organising NSS winter Camp for students. A detailed schedule for hands on training shall be issued separately by college beautification committee.

Agenda item 6: Committee functioning.

- It was resolved that all committees of the college shall carry out activities of their respective domain and at least one meeting shall always be convened in every month.
- Further college time table committee was asked to prepare the general time table for even semester during the winter vacations.

Agenda item 7: Workshop on SSR.

- It was resolved that a seven days workshop on SSR shall be organized by the IQAC and all the criterion incharge shall prepare themselves as a resource person.
- The tentative date for the commencement of workshop shall be 14th of January 2024.

Agenda item 8: Organizing international seminar.





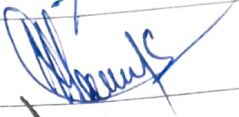

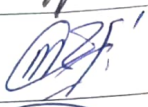


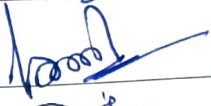


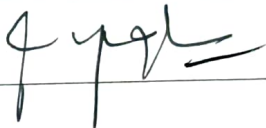
- It was resolved that the college shall organize an interdisciplinary international seminar in the first week of March 2024 and Dr. Mahroof Khan shall proceed for the nitty gritty of the seminar while being organizing secretary of the seminar.

5. Recommendations confirmations and approval of minutes of meeting:

- Dr. Mahroof Khan, read the minutes of the meeting and passed on these minutes to the member for their further comments, if any. No further comments were received.
- In pursuance to the discussions of the members on the agenda items, all the members accepted, confirmed and approved the minutes of the meeting as read and recommended these minutes of meeting for approval from the chair.


Members

S. No	Name	Signature
1.	Dr. Bashir Ahmed	

2.	Prof. Mohd Sadeeq	
3.	Dr. Mahroof Khan	
4.	Dr. Mohd Junaid Jazib	
5.	Dr. Mohd Jameel	
6.	Dr. Mohd Riaz	
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8.	Dr. Mohammed Rafi	
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10.	Dr. Jameel Ahmed	
11.	Mr. Mohd Alyas	
12.	Prof. Mohd Qasim Mir	
13.	Dr. Mohd Tahir Amin Khan	
14.	Dr. Liyaquit Ali	

6. Termination of meeting:

The meeting ended at 01.40 p.m with a vote of thanks by Prof. Sarshad Hussain.


Prof. Sarshad Hussain
Coordinator IQAC
SCS Govt. Degree College Mendhar

IQAC SCS GDC Mendhar

MINUTES OF MEETING

HELD ON, 2nd of December, 2023 AT 12:00 PM

A meeting of members of IQAC was held in the IQAC on 02-12-2023 under the supervision of Prof Sarshad Hussain, Co-ordinator IQAC to discuss the agenda items.

Attendees: The following members attended the meeting.

S. NO.	NAME
1.	Mr. Sarshad Hussain
2.	Dr. Mahroof Khan
3.	Dr. Mohd Junaid Jazib
4.	Dr. Mohd Jameel
5.	Dr. Mohd Riaz
6.	Mr. Inam ul Haq
7.	Dr. Imtiyaz Ahmed Wani
8.	Dr. Jameel Ahmed
9.	Prof. Mohd Qasim Mir

1. Commencement of meeting:

The meeting was declared open by the chair at 12:05 p.m.

2. Opening remarks: At the very outset of the meeting Prof. Sarshad Hussain, Co-ordinator IQAC, 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: Teachers' feedback Analysis for the session 2022-23 and recommendation of action to be taken.

Screenshot Showing the Feedback Taken

Questions Responses **14** Settings

Teacher feedback (2022-2023)

IQAC SCS Govt. Degree College Mendhar

Name *

Short answer text

Subject *

Short answer text

Link: https://docs.google.com/forms/d/1BC7TZFAe_dTywMWqkP7rLSBZSLrtRIP-wcUd5ePsPfA/edit

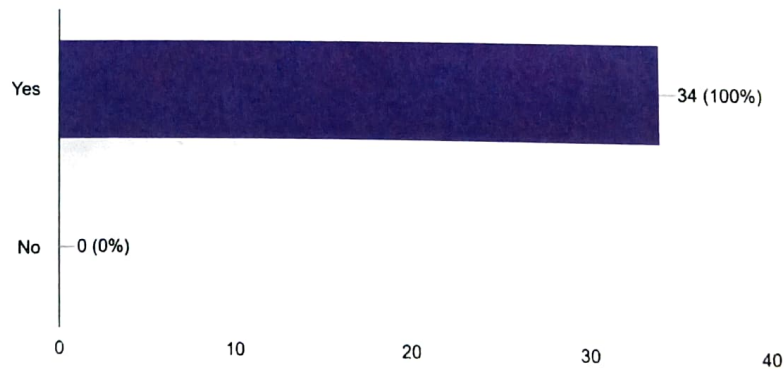
Question wise responses were extracted into percentage and depicted against each response for quick analysis and recommendations were made accordingly

RESPONSE 1

College has smart class room to deliver the lecture using ICT

College has smart class room to deliver the lecture using ICT.

34 responses




Coordinator IQAC
Govt. Degree College
Mendhar

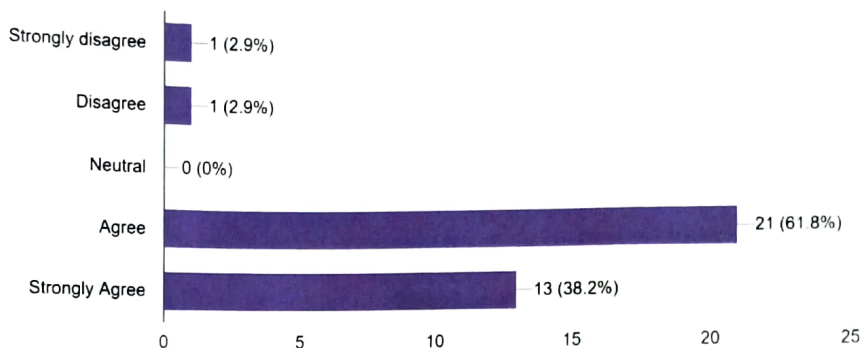
Analysis & Action Taken

- Responses depicted above clearly shows that there is all the teachers have replied "Yes" to the availability of smart class rooms. Hence no action is recommended.

RESPONSE 2

- Board of studies is taking care to ensure the current relevance of the program being offered

Board of studies is taking care to ensure the current relevance of the program being offered
34 responses



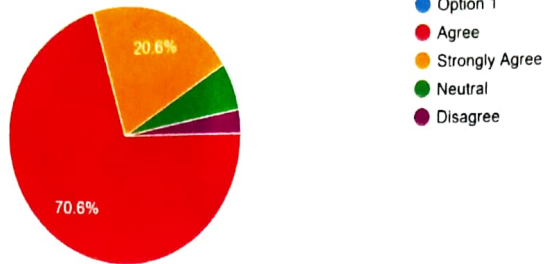
Analysis & Action Taken

- From the bar chart it is clear that majority of the faculty members are satisfied with BoS which is being held by University of Jammu (38.2% Strongly Agree + 61.8% Agree). It is also clear that there are some minor grievances as majority have not gone with strongly agree. Hence it is recommended that all members of BoS either communicate their grievances to the concerned Head of Department of University of Jammu in writing for redressal or to IQAC for forwarding it through proper channel.

RESPONSE 3

- Employability is given weightage in curriculum design and development?

Employability is given weightage in curriculum design and development.
34 responses




Analysis & Action Taken

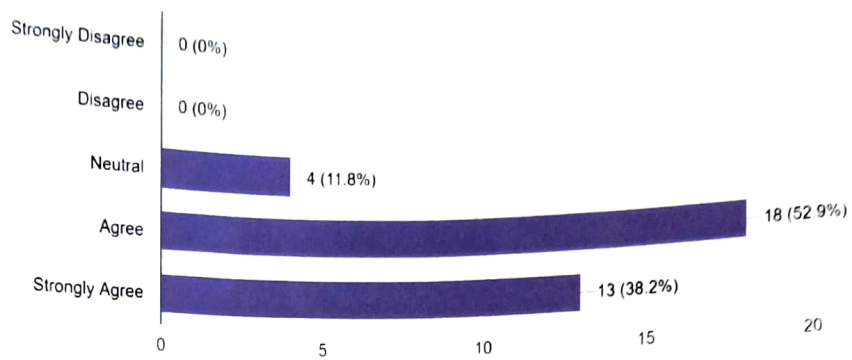
- Curriculum design and development of this institution is in the disposal of affiliating University i.e University of Jammu. University does involve the Heads of all departments of all colleges of respective subjects in their respective board of studies. Again the response in feedback is good enough (91.2% involving strongly agree and agree) and it is recommended that concerned members of BoS must communicate the issues in their meetings to the authority at Univeristy level, if any.

RESPONSE 4

- I am given enough freedom to contribute my ideas on curriculum design and development?


Co-ordinator
Govt. College of
Medicine

I am given enough freedom to contribute my ideas on curriculum design and development.
34 responses



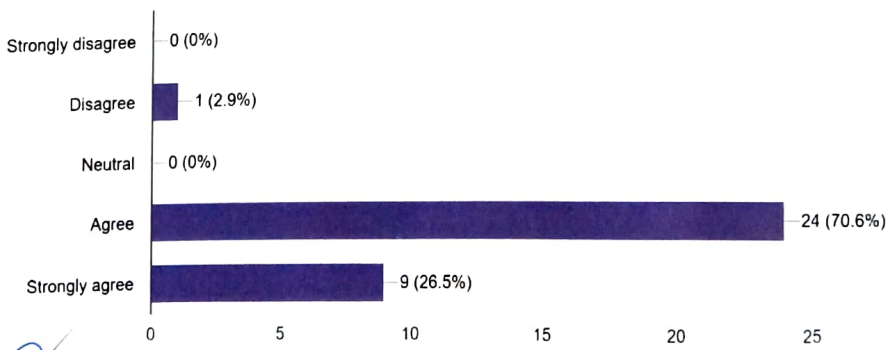
Analysis & Action Taken

- Response of staff in the context of contribution of ideas on curriculum design is good enough (91.1%). Again it is recommended that if there is any issue it may be pointed out in the BoS meeting whenever it is held by University of Jammu or the same may be communicated in writing to IQAC for onwards submission to University.

RESPONSE 5

- System followed by university for design and development of curriculum is effective?

System followed by university for design and development of curriculum is effective.
34 responses



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 Co-ordinator IQAC
 Govt. College Jammu
 Jammu

Analysis & Action Taken

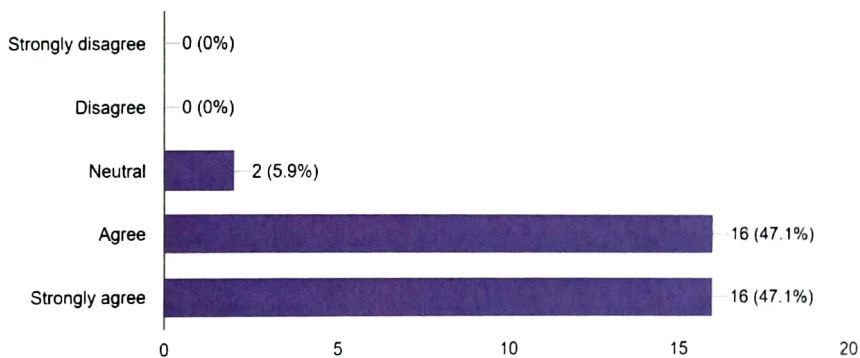
- Though majority of staff is agreed with the system of curriculum designing (97.1% including strongly agree and agree), 2.9% of them disagree. Since the system to be adopted is prerogative of affiliating University so it was recommended that the concerned members must raise the point in their respective board of studies or the same may be communicated in writing to IQAC for onwards submission to University.

RESPONSE 6

- Curriculum has been updated from time to time.

Curriculum has been updated from time to time.

34 responses



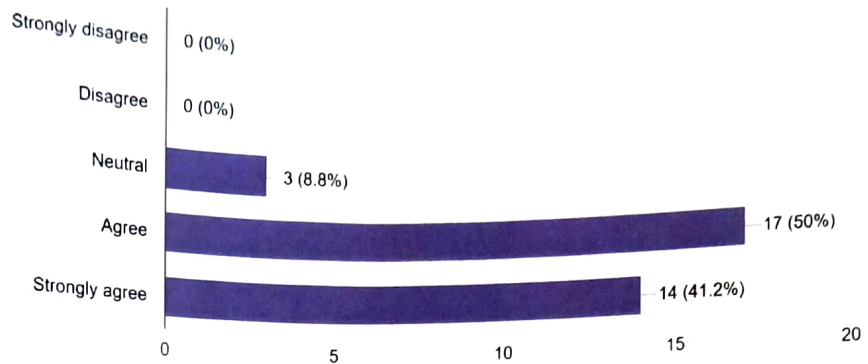
Analysis & Action Taken

- Majority the staff members are agreeing with timely updating of curriculum by University of Jammu (94.2% including agree and strongly agree). Those who are disagree must communicate in writing for onwards submission.

RESPONSE 7

- Departmental level subject expert committee meetings are held for reviewing the syllabus.

Departmental level subject expert committee meetings are held for reviewing the syllabus.
34 responses



Analysis & Action Taken

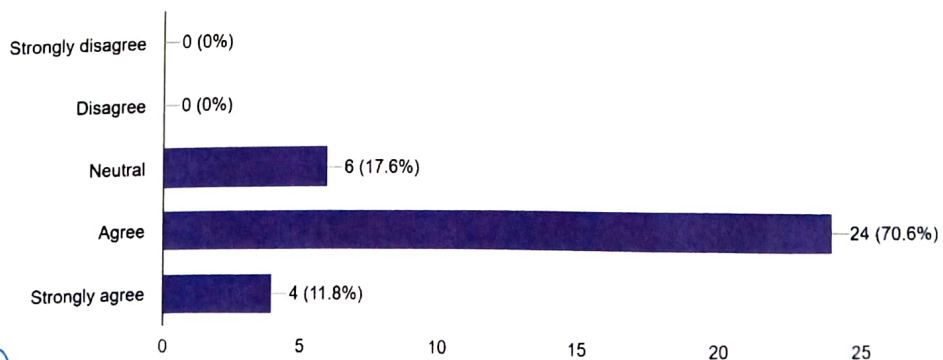
- 91.2 % responses are satisfactory with respect to department level meeting including 50% agree and 41.1% strongly agree. 8.8% are neutral and neutral response cannot be decoded strongly for recommendations. Hence it is recommended that the concerned faculty members may communicate the actual reason of remaining neutral so that recommendations may be made to University for redressal.

RESPONSE 8

- Representation from business and industry in UG/PG Board of studies is helpful in designing and improving the courses.

Representation from business and industry in UG/PG Board of studies is helpful in designing and improving the courses.

34 responses



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IQAC
College

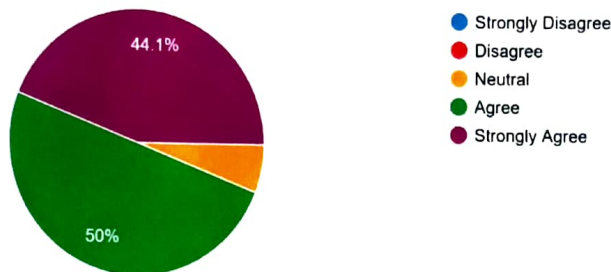
Analysis & Action Taken

- Representation from business and industry is a very important component in order to develop the human resource as per the demand of market. 17.6 % of the staff members are giving response as "neutral". Again the staff members are requested to project their grievance in writing for redressal.

RESPONSE 9

- Overall, how would you rank the college during the period under reference.

Overall, how would you rank the college during the period under reference.
34 responses



Analysis & Action Taken

- Overall ranking of the college is quiet satisfactory as 94.1% (50% agree and 44.1% strongly agree) responses are on positive line. However, 5.9% are neutral. Again the neutral response cannot be decoded and they may be presumed as a entry error. However staff members are requested to communicate their suggestions if any for better interpretation and subsequent recommendations.

RESPONSE 10

- Any Suggestions

Suggestions given by some staff members are reproduced as below:

- The college administration should take necessary initiatives for the construction/establishment of Hostels, Staff Quarters and Skill centres.
- Need Conference Hall
- Focus on class management and time table
- Introduction of applied courses at UG level
- Librarian post is still vacant and library science is teaching subject in Mendhar please provide post for concerned department.
- More infrastructural Development required to meet out the needs of teaching-learning process.
- Students should need to create interest in the topic, Teacher student communication need to be made easy.

Analysis & Action Taken

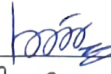
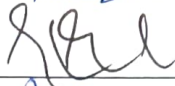
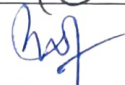
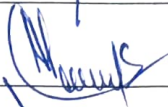

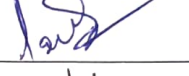


- Above suggestions are really genuine and are as such forwarded to chair for kind consideration in future developmental plan of the college and for making necessary instructions to ensure transparency in the system, improving the management of time table, introduction of applied courses, seeking the post of librarian and improving the teaching learning atmosphere of the college.

5. Recommendations confirmations and approval of minutes of meeting:

- Dr. Jameel Ahmed, read the minutes of the meeting and passed on these minutes to the member for their further comments, if any. No further comments were received.
- In pursuance to the discussions of the members on the agenda items, all the members accepted, confirmed and approved the minutes of the

meeting as read and recommended these minutes of meeting for approval and action to be taken by the chair.

Members

S. No	Name	Signature
1.	Dr. Mahroof Khan	
2.	Dr. Mohd Junaid Jazib	
3.	Dr. Mohd Jameel	
4.	Dr. Mohd Riaz	
5.	Mr. Inam ul Haq	
6.	Dr. Imtiyaz Ahmad Wani	
7.	Dr. Jameel Ahmed	
8.	Prof. Mohd Qasim Mir	

6. Termination of meeting:

The meeting ended at 02.10 p.m with a vote of thanks by Prof. Sarshad Hussain.

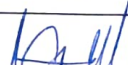

 Prof. Sarshad Hussain
 Coordinator IQAC



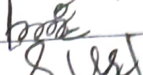

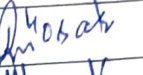


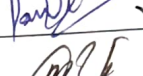



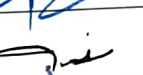

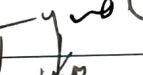
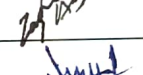
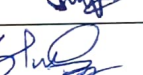
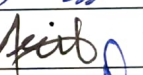

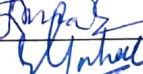

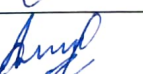
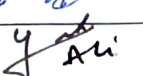
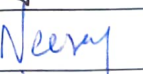




SCS Govt. Degree College Mendhar







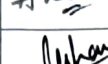
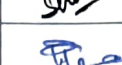


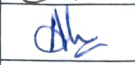




OFFICE OF THE PRINCIPAL SCS GDC MENDHAR (NAAC Accredited with Grade B)

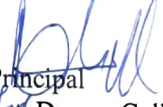
NOTICE

The recommendations of IQAC are as such circulated among the staff members to note the points mentioned against each response and it is directed to work in the right spirit to achieve the goals in letter in spirit.

S. NO.	NAME	DEPARTMENT	SIGNATURE
10.	Dr. Bashir Ahmed	Physics	

11.	Prof. Mohd Sadeeq	Chemistry	
12.	Prof. Sarshad Hussain	Zoology	
13.	Dr. Mahroof Khan	Botany	
14.	Dr. Mohd Junaid Jazib	E.V.S	
15.	Dr. Mohd Jameel	Comp.App.	
16.	Prof. Rehfit Naz Kosar	Urdu	
17.	Dr. Mohd Riaz	Urdu	
18.	Prof. Inam Ul Haq	Zoology	
19.	Dr. Imtiyaz Ahmed Wani	Chemistry	
20.	Dr. Mohammed Rafi	Pol. Science	
21.	Dr. Parvaiz Hussain	Economic	
22.	Dr. Jameel Ahmed	Sociology	
23.	Mr. Mohd Alyas	Phy. Edu.	
24.	Prof. Mohd Qasim Mir	Geography	
25.	Dr. Mohd Tahir Amin Khan	English	
26.	Dr. Liyaquit Ali	English	
27.	Dr. Syed Zaigum Abbas	Persian	
28.	Dr. Shahid Aziz	Arabic	
29.	Dr. Showkat Hussain Wani	English	
30.	Mr. Arif Hussain War	Geography	
31.	Mr. Zaheed Ahmed	English	
32.	Dr. Jahangeer Ahmad Bhat	Pol. Science	
33.	Dr. Gowhar Ahmad Shapoo	Botany	
34.	Ms. Sumina Begum	Sociology	
35.	Mr. Mohammed Abass Rather	Physical Education	
36.	Dr. Yasser Ali	Education	
37.	Mr. Neeraj Kumar Mahajan	Geography	
38.	Ms. Ranu Sharma (G.F)	Hindi	

39.	Mr. Mohd Yaqoob	Accountant	
40.	Mr. Pankaj Kumar	Sr. Lab. Assistant	
41.	Mr. Mohd Rashid	Sr. Lab. Assistant	
42.	Mr. Javaid Ahmed	Junior Assistant	
43.	Mr. Rayees Ahmed	Lib. Assistant	
44.	Mr. Waqar Ahmed	Lab. Assistant	
45.	Ms. Avneet Kour	Lab. Assistant	
46.	Ms. Saima Kosar	Lab. Assistant	
47.	Mr. Ahsaan Ahmed	Lab. Bearer	
48.	Mr. Syed Sibtain Ali	Orderly	
49.	Ms. Anjum Jaffri	Orderly	
50.	Ms. Afsana Kouser	Lib. Bearer	
51.	Mr. Ashiq Ali	Lab. Bearer	
52.	Mr. Inaam ul Haq	Chowkidar	
53.	Ms. Saida Koser	MTS	


 Principal
 SCS Govt. Degree College
 Mendhar

Copy to:

1. College Advisory Committee
2. IQAC
3. All the HoDs
4. Office Records

IQAC SCS GDC Mendhar

MINUTES OF MEETING

HELD ON, 01st of December, 2023 AT 12:00 PM

A meeting of members of IQAC was held in the IQAC on 01-12-2023 under the supervision of Prof Sarshad Hussain, Co-ordinator IQAC to discuss the agenda items.

Attendees: The following members attended the meeting.

S. NO.	NAME
1.	Mr. Sarshad Hussain
2.	Dr. Mahroof Khan
3.	Dr. Mohd Junaid Jazib
4.	Dr. Mohd Jameel
5.	Dr. Mohd Riaz
6.	Mr. Inam ul Haq
7.	Dr. Imtiyaz Ahmed Wani
8.	Dr. Jameel Ahmed
9.	Prof. Mohd Qasim Mir

1. Commencement of meeting:

The meeting was declared open by the chair at 12:05 p.m.

2. Opening remarks: At the very outset of the meeting Prof. Sarshad Hussain, Co-ordinator IQAC, 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: Students' feedback Analysis for the session 2022-23 and recommendation of action to be taken.

Screenshot Showing the Feedback Taken Through DHE feedback System

Prof. Sarshad Hussain
Co-ordinator IQAC
GDC Mendhar

Government Degree College Mendhar

Batch	Type	Feedback
2022-2023	Feedback I	Feedback for Teachers

SHOW

Feedback for Teachers
Batch Session: 2022-2023

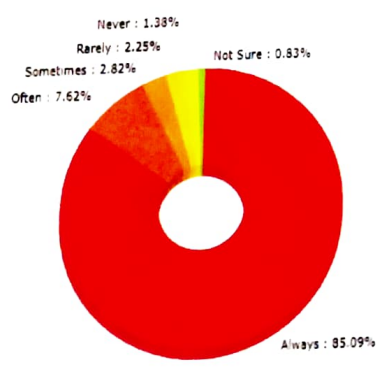
No. of Students:
(Submitted: Eligible: Total)
1225: 1368: 1368

Link: <https://dhefeedbacksystemv2.nic.net.in/feedbackreport.aspx?q=Teacher>

Question wise responses were extracted into percentage and depicted in pie chart as below for quick analysis;

Q.1. My teacher treats all students equally

My teacher treats all students equally

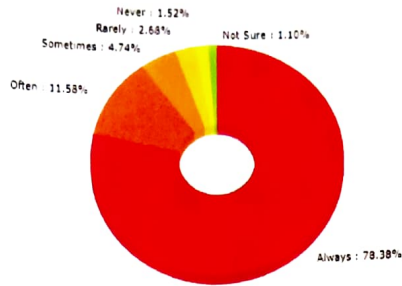


Rating	Count
Always (5)	5549
Often (4)	497
Sometimes (3)	184
Rarely (2)	147
Never (1)	90
Not Sure (0)	54

(Signature)
Coordinator IQAC
Govt. Degree College
Mendhar

Q.2. My teacher extends help to students irrespective of gender, ethnicity and culture

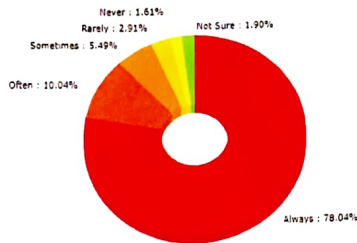
My teacher extends help to students irrespective of gender, ethnicity and culture



Rating	Count
Always (5)	5111
Often (4)	755
Sometimes (3)	309
Rarely (2)	175
Never (1)	99
Not Sure (0)	72

Q.3. My teacher is fair in evaluating students and does not discriminate?

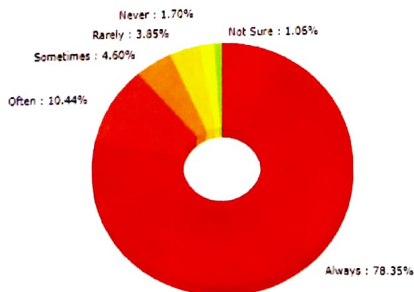
My teacher is fair in evaluating students and does not discriminate



Rating	Count
Always (5)	5089
Often (4)	655
Sometimes (3)	358
Rarely (2)	190
Never (1)	105
Not Sure (0)	124

Q.4. My teacher helps me identify my strengths and weaknesses and guides me to improve

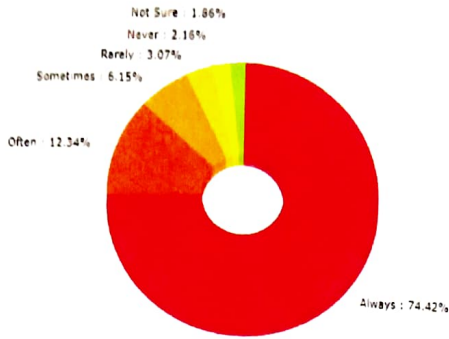
My teacher helps me identify my strengths and weaknesses and guides me to improve



Rating	Count
Always (5)	5109
Often (4)	681
Sometimes (3)	300
Rarely (2)	251
Never (1)	111
Not Sure (0)	69

Q.5. My teacher regularly checks laboratory log books, note books

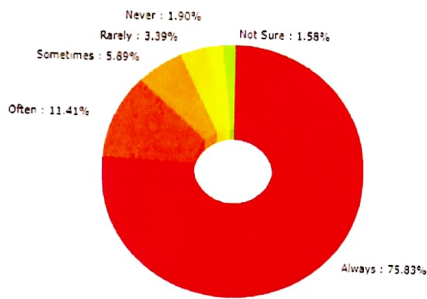
My teacher regularly checks laboratory log books, note books



Rating	Count
Always (5)	4945
Often (4)	744
Sometimes (3)	384
Rarely (2)	221
Never (1)	124
Not Sure (0)	103

Q.6. My teacher helps the students in conducting experiments through set of instructions and innovative demonstrations

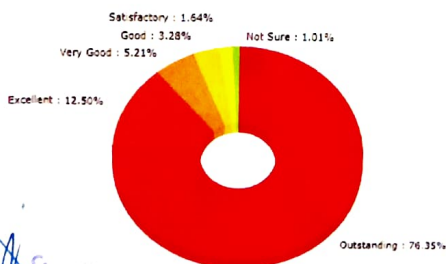
My teacher helps the students in conducting experiments through set of instructions and innovative demonstrations



Rating	Count
Always (5)	4945
Often (4)	744
Sometimes (3)	384
Rarely (2)	221
Never (1)	124
Not Sure (0)	103

Q.7. Overall, how would you rank the teacher during the period under reference

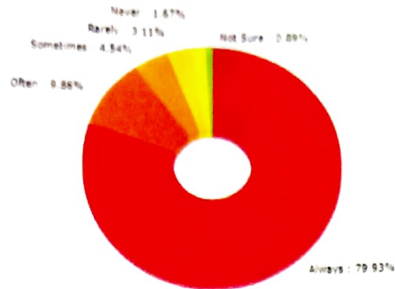
Overall how would you rank the teacher during the period under reference



Rating	Count
Outstanding (5)	4979
Excellent (4)	815
Very Good (3)	340
Good (2)	214
Satisfactory (1)	107
Not Sure (0)	66

Q. 8. My teacher is well-prepared for class

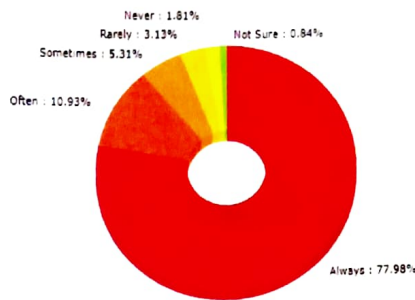
My Teacher is well prepared for class



Rating	Count
Always (5)	5212
Often (4)	643
Sometimes (3)	296
Rarely (2)	203
Never (1)	109
Not Sure (0)	58

Q. 9. My teacher welcomes and answers question posed by students clearly.

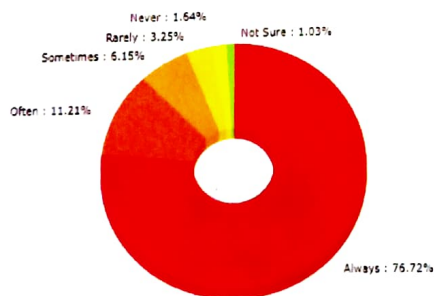
My teacher welcomes and answers questions posed by students clearly



Rating	Count
Always (5)	5085
Often (4)	713
Sometimes (3)	346
Rarely (2)	204
Never (1)	118
Not Sure (0)	55

Q. 10. My teacher encourages students to think and explore new ideas

My teacher Encourages students to think and explore new ideas

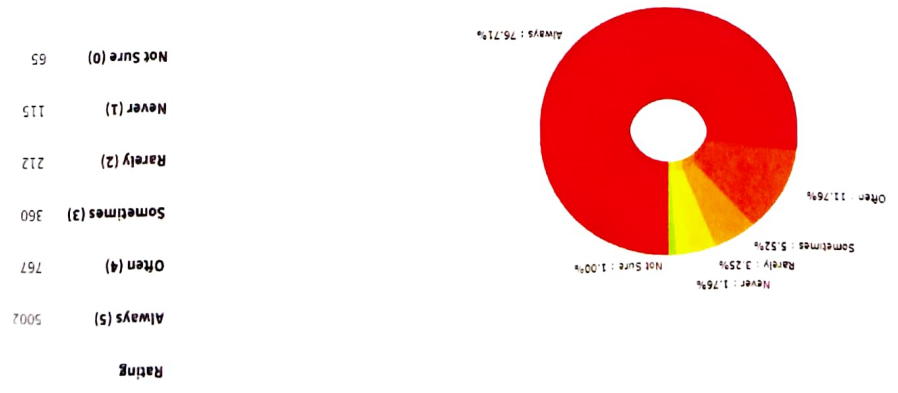


Rating	Count
Always (5)	5003
Often (4)	731
Sometimes (3)	401
Rarely (2)	212
Never (1)	107
Not Sure (0)	67

[Signature]
 Coordinator IQAC
 Govt. P. G. Degree College
 Mandhar

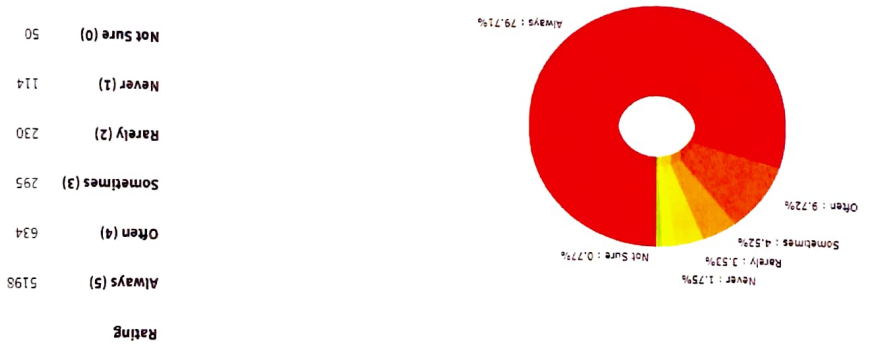
Q. 11. My teacher tries to create interest in the subject and tries to make class interactive.

My teacher tries to create interest in the subject and tries to make class interactive.



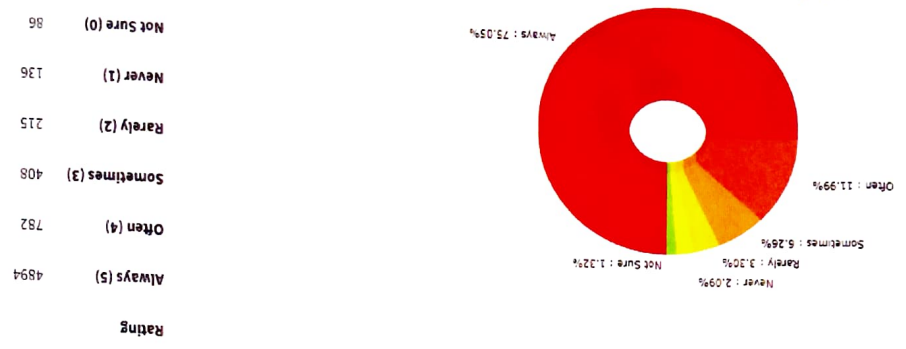
Q. 12. My teacher maintains discipline in the class

My teacher maintains discipline in the class



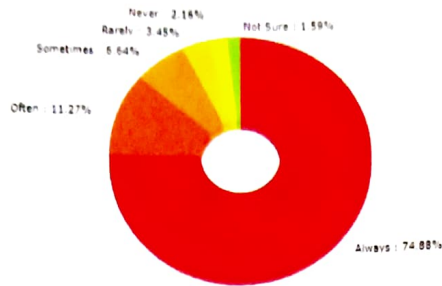
Q. 13. My teacher makes alternate arrangement of class in his/her absence

My teacher makes alternate arrangement of class in his/ her absence



Q. 14. My teacher uses innovative teaching methods like new software tools, digital gadgets, innovations in teaching

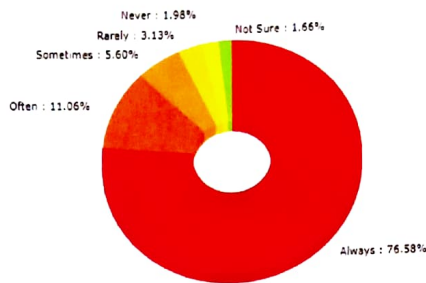
My teacher uses innovative teaching method like new software tools, digital gadgets, innovations in teaching



Rating	Count
Always (5)	4081
Often (4)	735
Sometimes (3)	433
Rarely (2)	225
Never (1)	141
Not Sure (0)	104

Q. 15. My teacher encourages me to participate in extracurricular activities.

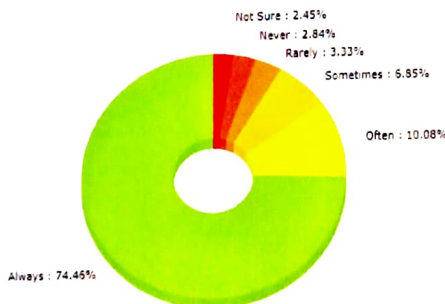
My teacher encourages me to participate in extracurricular activities



Rating	Count
Always (5)	4994
Often (4)	721
Sometimes (3)	365
Rarely (2)	204
Never (1)	129
Not Sure (0)	108

Q. 16. College has a very good website which is regularly updated

College has a very good website which is regularly updated

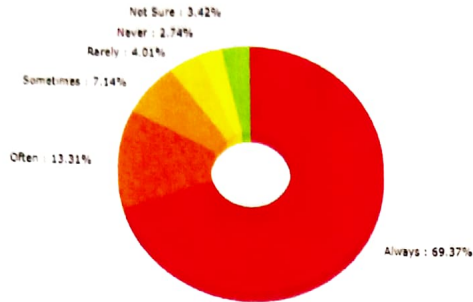


Rating	Count
Always (5)	761
Often (4)	103
Sometimes (3)	70
Rarely (2)	34
Never (1)	29
Not Sure (0)	25

[Handwritten Signature]
 Govt. College
 Gondnar

Q. 17. College has a good software-based learning management System which helps us in academic delivery and content management

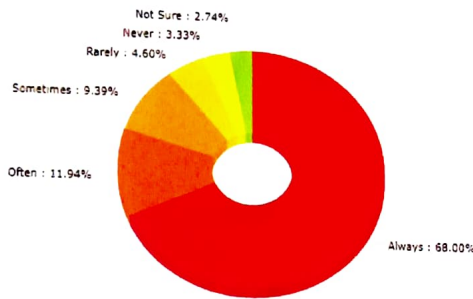
College has a good software based learning management System which helps us in academic delivery and content management



Rating	Count
Always (5)	754
Often (4)	136
Sometimes (3)	73
Rarely (2)	41
Never (1)	28
Not Sure (0)	35

Q. 18. College has provided online platform for teaching, evaluation, seminars, workshops.

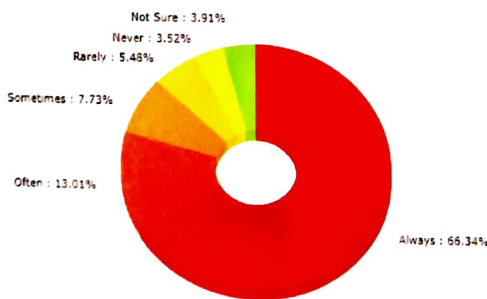
College has provided online platform for teaching, evaluation, seminars, workshops etc



Rating	Count
Always (5)	695
Often (4)	122
Sometimes (3)	96
Rarely (2)	47
Never (1)	34
Not Sure (0)	28

Q. 19. College has functional browsing centre for students

College has functional browsing center for students

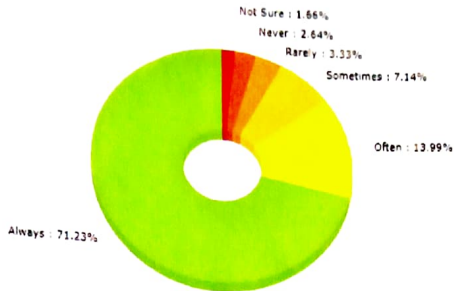


Rating	Count
Always (5)	678
Often (4)	133
Sometimes (3)	79
Rarely (2)	56
Never (1)	36
Not Sure (0)	40


 Govt. College
 H.A. Nagar

Q. 20. The campus is green and eco-friendly

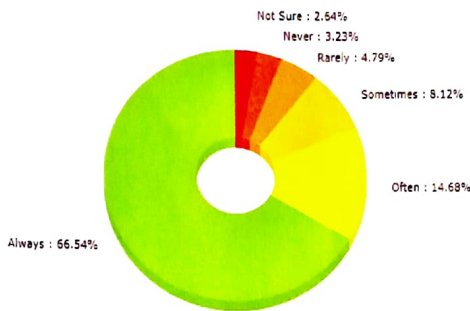
The campus is green and eco-friendly



Rating	Count
Always (5)	728
Often (4)	143
Sometimes (3)	73
Rarely (2)	34
Never (1)	27
Not Sure (0)	17

Q. 21. My college has a proper building with adequate accommodation

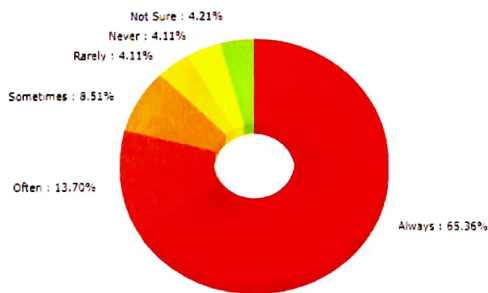
My college has a proper building with adequate accommodation



Rating	Count
Always (5)	680
Often (4)	150
Sometimes (3)	83
Rarely (2)	49
Never (1)	33
Not Sure (0)	27

Q. 22. My college has emergency exits and protocol for evacuation of students and staff in case of fire or other calamity

My college has emergency exits and protocol for evacuation of students and staff in case of fire or other calamity

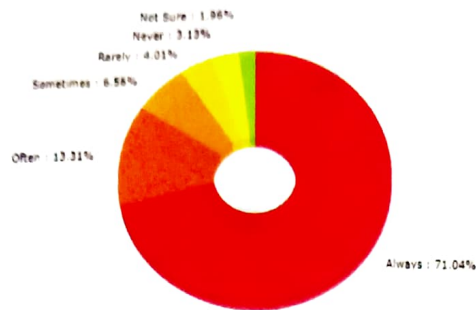


Rating	Count
Always (5)	668
Often (4)	140
Sometimes (3)	87
Rarely (2)	42
Never (1)	42
Not Sure (0)	43

(Signature)
 Co-ordinator IQAC
 Govt. College, Dabra College
 Meerathar

Q.23. The classrooms are clean and well maintained and have adequate furniture

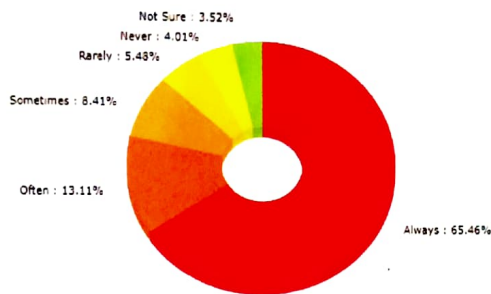
The classrooms are clean and well maintained and have adequate furniture



Rating	Count
Always (5)	726
Often (4)	136
Sometimes (3)	67
Rarely (2)	41
Never (1)	32
Not Sure (0)	20

Q.24 The College caters to the requirements of the differently abled Students

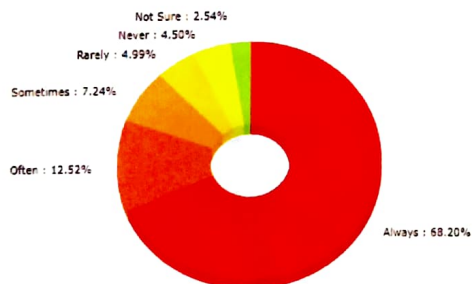
The College caters to the requirements of the differently abled Students



Rating	Count
Always (5)	669
Often (4)	134
Sometimes (3)	86
Rarely (2)	56
Never (1)	41
Not Sure (0)	36

Q.25. Clean drinking water is available in the college campus

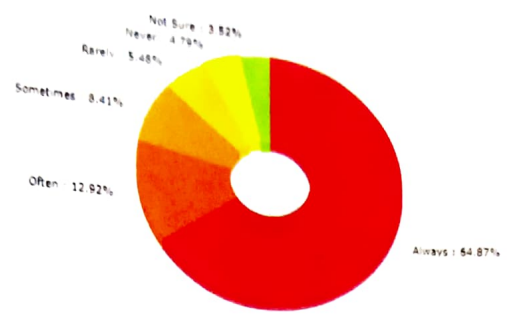
Clean drinking water is available in the college campus



Rating	Count
Always (5)	697
Often (4)	128
Sometimes (3)	74
Rarely (2)	51
Never (1)	46
Not Sure (0)	26

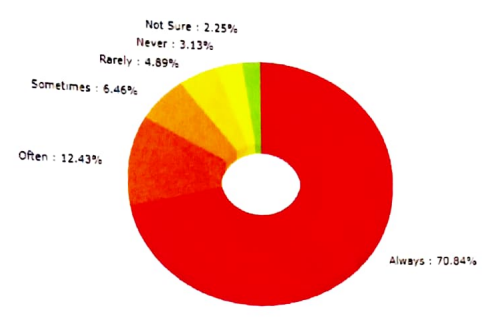
(Signature)
 Coordinator IQAC
 Govt. Degree College
 Mandhar

Q. 26 College has well maintained canteen
College has well maintained Canteen



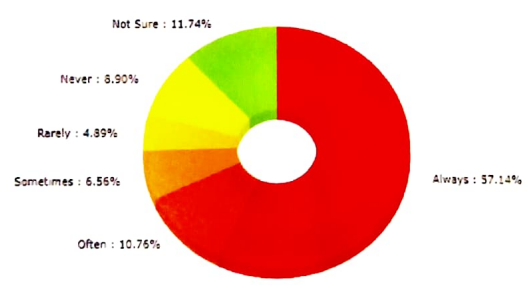
Rating	Count
Always (5)	661
Often (4)	132
Sometimes (3)	96
Rarely (2)	56
Never (1)	49
Not Sure (0)	36

Q. 27. College has sufficient smart class room
College has sufficient Smart Class rooms



Rating	Count
Always (5)	724
Often (4)	127
Sometimes (3)	66
Rarely (2)	50
Never (1)	32
Not Sure (0)	23

Q.28 College hostel is functional in all respects
College hostel is functional in all respects

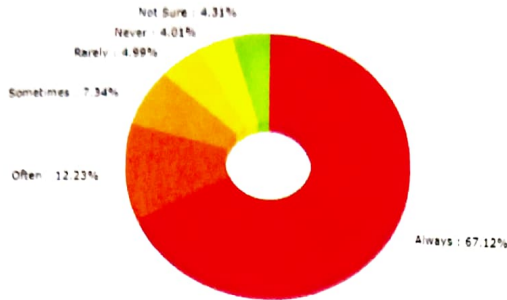


Rating	Count
Always (5)	584
Often (4)	110
Sometimes (3)	67
Rarely (2)	50
Never (1)	91
Not Sure (0)	120

[Signature]
 Coordinator IQAC
 Govt. College, Mendhar

Q.29. College has a well-maintained auditorium/conference hall

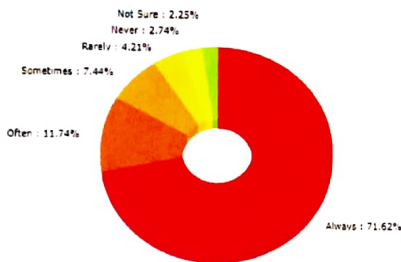
College has a well maintained Auditorium / Conference Hall



Rating	Count
Always (5)	686
Often (4)	125
Sometimes (3)	75
Rarely (2)	51
Never (1)	41
Not Sure (0)	44

Q.30 Academic and Examination schedules are strictly as per uniform Academic Calendar issued by Higher Education Department and there is no delay in classes or conduct of examinations

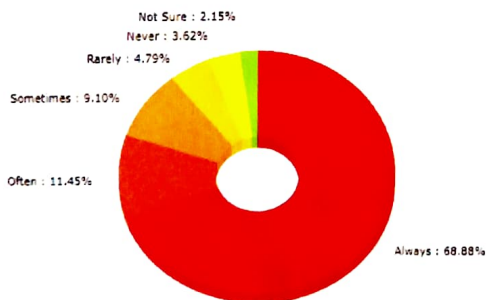
Academic and Examination schedules are strictly as per uniform Academic Calendar issued by Higher Education Department and there is no delay in classes or conduct of examinations



Rating	Count
Always (5)	732
Often (4)	120
Sometimes (3)	76
Rarely (2)	43
Never (1)	28
Not Sure (0)	23

Q.31. The college is offering various skill and vocational courses

The College is offering various Skill and Vocational courses

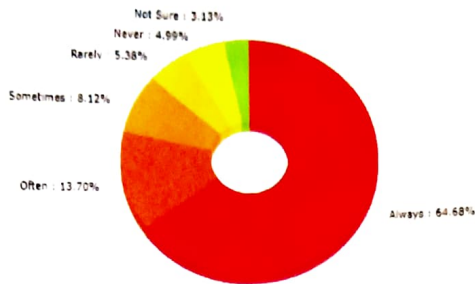


Rating	Count
Always (5)	704
Often (4)	117
Sometimes (3)	93
Rarely (2)	49
Never (1)	37
Not Sure (0)	22

(Signature)
 Coordinator
 IQAC
 College

Q. 32. College conducts placement melas/ camps regularly through college career counselling and placement cell

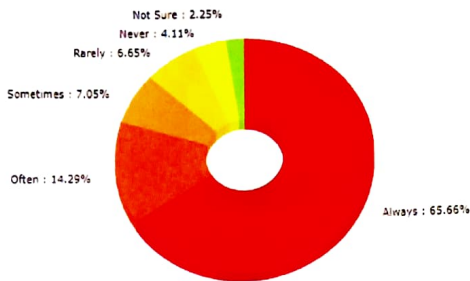
College conducts placement melas/ camps regularly through college career counselling and placement cell



Rating	Count
Always (5)	661
Often (4)	140
Sometimes (3)	83
Rarely (2)	55
Never (1)	51
Not Sure (0)	32

Q. 33. College works towards development of innovation and start up culture

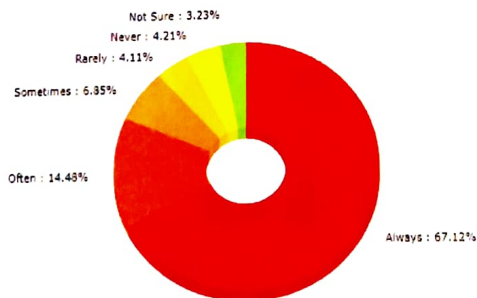
College works towards development of Innovation and start up culture




Rating	Count
Always (5)	671
Often (4)	146
Sometimes (3)	72
Rarely (2)	68
Never (1)	42
Not Sure (0)	23

Q. 34. Awards and prizes are given on merit and are fair

Awards and prizes are given on merit and are fair

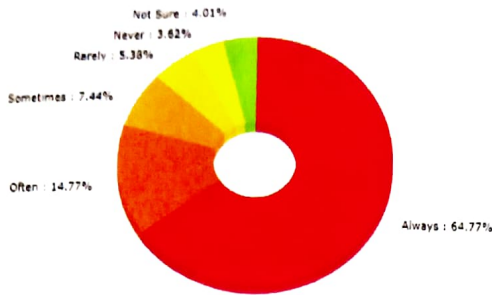


Rating	Count
Always (5)	656
Often (4)	148
Sometimes (3)	70
Rarely (2)	42
Never (1)	43
Not Sure (0)	33


 Govt. College Degree College
 Mandhar

Q. 35. Whenever I have a grievance, it is redressed quickly and effectively

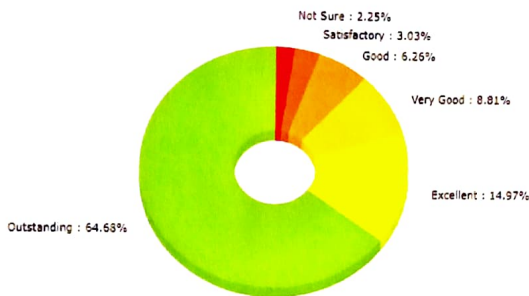
Whenever I have a grievance, it is redressed quickly and effectively



Rating	Count
Always (5)	662
Often (4)	151
Sometimes (3)	76
Rarely (2)	55
Never (1)	37
Not Sure (0)	41

Q. 36. Overall, how would you rank the college during the period under reference

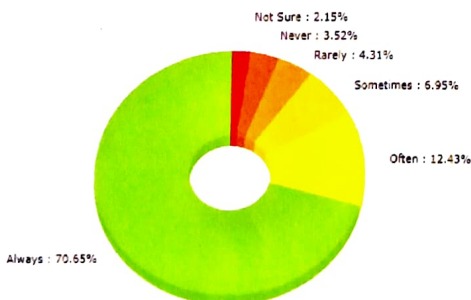
Overall how would you rank the college during the period under reference



Rating	Count
Outstanding (5)	661
Excellent (4)	153
Very Good (3)	90
Good (2)	64
Satisfactory (1)	31
Not Sure (0)	23

Q. 37. The office/administrative staff in the college is cooperative and helpful

The office/administrative staff in the college is cooperative and helpful

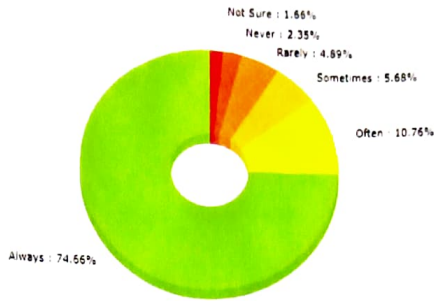


Rating	Count
Always (5)	722
Often (4)	127
Sometimes (3)	71
Rarely (2)	44
Never (1)	36
Not Sure (0)	22

[Handwritten Signature]
 Controller QAC
 Govt. College, Area College
 Mandla

Q. 38. The library staff is cooperative and helpful

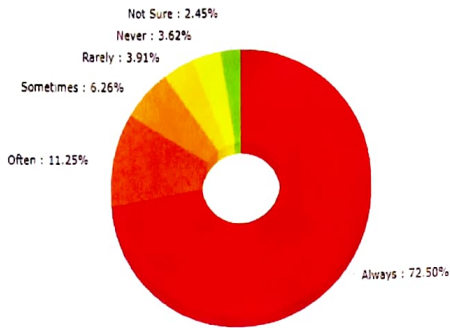
The library staff is cooperative and helpful



Rating	Count
Always (5)	763
Often (4)	110
Sometimes (3)	58
Rarely (2)	50
Never (1)	24
Not Sure (0)	17

Q. 39. The laboratory staff is helpful and cooperative

The laboratory staff is helpful and cooperative



Rating	Count
Always (5)	741
Often (4)	115
Sometimes (3)	64
Rarely (2)	40
Never (1)	37
Not Sure (0)	25


 Chairman of IQAC
 Govt. O.B.B. Degree College,
 Bhandar

SUMMARY & RECOMMENDATION OF ACTIONS

Pie chart analysis is summarised below in categories A, B and C based upon the percentage of positive responses of above 90%, between 80-90% and below 80% respectively for the purpose of identifying the intensity of the action to be taken

S. No	Questions	Always & often	Sometimes, Rarely & Never	Note Sure
	Category A	Above 90%		
1.	My teacher treats all students equally	93.52%	6.45%	0.83%
	Category B	Between 80-90%		
2.	My teacher extends help to students irrespective of gender, ethnicity and culture	89.96%	8.94%	1.10%
3.	My teacher is fair in evaluating students and does not discriminate	88.08%	10.01%	1.90%
4.	My teacher helps me identify my strengths and weaknesses and guides me to improve	88.79%	10.15%	1.06%
5.	My teacher regularly checks laboratory log books, note books	86.76%	11.38%	1.86%
6.	My teacher helps the students in conducting experiments through set of instructions and innovative demonstrations	87.24%	11.18%	1.58%
7.	Overall, how would you rank the teacher during the period under reference	88.85%	10.13%	1.01%
8.	My teacher is well-prepared for class	89.79%	9.32%	0.89%
9.	My teacher welcomes and answers question posed by students clearly	88.91%	10.25%	0.84%
10.	My teacher encourages students to think and explore new ideas	87.93%	11.04%	1.03%
11.	My teacher tries to create interest in the subject and tries to make class interactive	88.47%	10.53%	1.00%
12.	My teacher maintains discipline in the class	89.43%	9.8%	0.77%
13.	My teacher makes alternate arrangement of class in his/her absence	87.04%	11.65%	1.32%
14.	My teacher uses innovative teaching methods like new software tools, digital gadgets, innovations in teaching	86.15%	12.25%	1.59%
15.	My teacher encourages me to participate in extracurricular activities.	87.64%	10.71%	1.66%
16.	College has a very good website which is regularly updated	84.54%	13.04%	2.45%
17.	College has a good software-based learning management System which helps us in	82.68%	13.89%	3.42%


 GOVT. COLLEGE
 JAC
 Co.

	academic delivery and content management			
18.	The campus is green and eco-friendly	85.22%	13.11%	1.66%
19.	My college has a proper building with adequate accommodation	81.22%	16.14%	2.64%
20.	The classrooms are clean and well maintained and have adequate furniture.	84.35	13.7%	1.96%
21.	Clean drinking water is available in the college campus	80.72%	16.73%	2.54%
22.	College has sufficient smart class room	83.27%	14.48%	2.25%
23.	Academic and Examination schedules are strictly as per uniform Academic Calendar issued by Higher Education Department and there is no delay in classes or conduct of examinations	83.36%	14.39%	2.25%
24.	The college is offering various skill and vocational courses	80.33%	17.51%	2.15%
25.	Awards and prizes are given on merits and are fair	81.6%	15.17%	3.23%
26.	The office/administrative staff in the college is cooperative and helpful	83.08%	14.6%	2.15%
27.	The library staff is cooperative and helpful	85.42%	12.92%	1.66%
28.	The laboratory staff is helpful and cooperative	83.75%	13.79%	2.45%
	Category C	Below 80%		
29.	The college caters to the requirements of the differently able students.	78.57%	17.9%	3.52%
30.	College has well maintained canteen	77.79%	18.63%	3.52%
31.	College hostel is functional in all respects	67.9%	20.35%	11.74%
32.	College ha a well-maintained auditorium conference hall	79.35%	16.34%	4.31%
33.	College conducts placement melas/ camps regularly through college career counselling and placement cell.	77.68%	18.43%	3.13%
34.	College works towards development of innovation and start up culture	79.95%	17.81%	2.25%
35.	Whenever I have a grievance, it is redressed quickly and effectively	79.54%	16.4%	4.01%
36.	Overall, how would you rank the college during the period under reference	79.65%	18.1%	2.25%
37.	College has provided online platform for teaching, evolution, seminars, workshops.	79.94%	17.3%	2.74%
38.	College has functional browsing center for students	79.35%	16.73%	3.91%
39.	My college has emergency exits and protocol for evacuation of students and staff in case of fire or other calamity	79.06%	16.7%	4.21%


 Govt. College of Arts & Science
 Madhwar

Recommendations

1. **Category A.** Perusal of the summary table reveals that response to the question "My teacher treats all students equally" is above 90% (i.e. 93.52% including always and often). Hence no action is needed.
2. **Category B.** As depicted in the table, responses to majority of the questions fall between 80-90% when "Always and Often" are taken together. Perusal of the questions reveal that action is required to be taken both at **administrative level** and **teaching faculty level**.
 - At the **level of teachers** following areas are required to be improved for bringing 100% quality in teaching-learning level. Hence it is recommended that standing instructions be passed among the teachers to work in the following areas to increase the positive responses in future:
 - a. Extending help to students irrespective of gender, ethnicity and culture.
 - b. Bringing fairness in evaluation
 - c. Identification of students strengths, weaknesses and providing guidance.
 - d. Regularly checking of laboratory/practical works besides conduction of experiments through set of instructions and innovative demonstrations.
 - e. Coming well prepared in classes and making it more interactive by welcoming the question-answer sessions in the classes while teaching.
 - f. Encouraging the students to think and explore new ideas.
 - g. Ensuring discipline in the class.
 - h. Making alternate arrangement of class in his/her absence.
 - i. Using innovative teaching methods like new software tools, digital gadgets, innovations in teaching.
 - j. Encouraging the students to participate in extracurricular activities
 - At the **level of administrations** following actions are required to be taken:
 - a. College Website Committee be asked to regularly update the website.
 - b. Introduction of Learning Management System for academic delivery and content management. In this context free software like MOODLE can be opted and implemented.
 - c. Development of green and eco-friendly campus. In this respect more plantation and waste management be ensured in campus.
 - d. Development of more building for providing adequate accommodation.
 - e. Ensuring cleanliness in the classes.

- f. Improving Drinking Water facility in the campus. In this context more water cooler are recommended to be installed in the campus.
- g. More number of traditional classrooms be converted to smart class rooms.
- h. Academic and Examination schedules be strictly followed to ensure no delay in classes or conduct of internal examinations.
- i. Vocational courses be introduced along with the more introduction of skill courses.
- j. Introduction of awards and prizes for meritorious students.
- k. Instructions to whole staff of the college for remaining cooperative and helpful to the students.

3. **Category C.** Perusal of the table reveals that all the questions in which responses of students are below 80% require action at the college administration level. Hence it is **recommended** that college administration should work in the following weak areas for upbringing the quality of education in the institution:








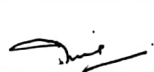
- For catering to the requirement of differently abled students college should develop ramps, washrooms with facilities, resting room besides procurement of wheel chair and other gadgets as needed from time to time.
- Canteen of the college be maintained and made functional.
- Work of the construction of girls hostel be expedited for making it functional at earliest.
- Auditorium and Conference Hall is lacking in the college so college administration must proceed to develop the same.
- College career counselling and placement cell be instructed to enhance placement melas/ camps.
- Administration must works towards development of innovation and start up culture
- Grievance Redressal Committee/ Anti Sexual Harassment Committee/ College Discipline Committee must ensure timely redressal of grievances.
- Online platform be provided for teaching, evolution, seminars, workshops
- Functioning of browsing centre be updated for any sort of improvement if required.

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

- Dr. Mahroof Khan, read the minutes of the meeting and passed on these minutes to the member for their further comments, if any. No further comments were received.
- In pursuance to the discussions of the members on the agenda items, all the members accepted, confirmed and approved the minutes of the

meeting as read and recommended these minutes of meeting for approval and action to be taken by the chair.

Members

S. No	Name	Signature
1.	Dr. Mahroof Khan	
2.	Dr. Mohd Junaid Jazib	
3.	Dr. Mohd Jameel	
4.	Dr. Mohd Riaz	
5.	Mr. Inam ul Haq	
6.	Dr. Imtiyaz Ahmed Wani	
7.	Dr. Jameel Ahmed	
8.	Prof. Mohd Qasim Mir	

6. Termination of meeting:

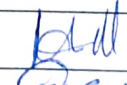

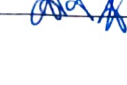
The meeting ended at 02.10 p.m with a vote of thanks by Prof. Sarshad Hussain.











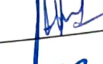


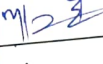

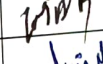
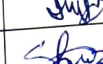
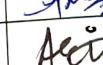
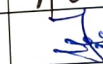
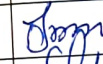
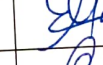

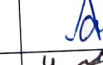
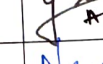
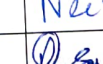
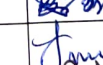





 Prof. Sarshad Hussain
 Coordinator IQAC
 SCS Govt. Degree College Mendhar


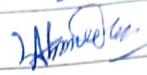
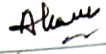






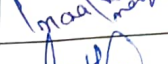

OFFICE OF THE PRINCIPAL SCS GDC MENDHAR (NAAC Accredited with Grade B)


NOTICE

The recommendations of IQAC are as such circulated among the staff members to note the points mentioned under category A, B and C and it is directed to work in the right spirit to achieve the goals in letter in spirit.

S. NO.	NAME	DEPARTMENT	SIGNATURE
10.	Dr. Bashir Ahmed	Physics	
11.	Prof. Mohd Sadeeq	Chemistry	
12.	Prof. Sarshad Hussain	Zoology	

13.	Dr. Mahroof Khan	Botany	
14.	Dr. Mohd Junaid Jazib	E.V.S	
15.	Dr. Mohd Jameel	Comp.App.	
16.	Prof. Rehfit Naz Kosar	Urdu	
17.	Dr. Mohd Riaz	Urdu	
18.	Prof. Inam Ul Haq	Zoology	
19.	Dr. Imtiyaz Ahmed Wani	Chemistry	
20.	Dr. Mohammed Rafi	Pol. Science	
21.	Dr. Parvaiz Hussain	Economic	
22.	Dr. Jameel Ahmed	Sociology	
23.	Mr. Mohd Alyas	Phy. Edu.	
24.	Prof. Mohd Qasim Mir	Geography	
25.	Dr. Mohd Tahir Amin Khan	English	
26.	Dr. Liyaqut Ali	English	
27.	Dr. Syed Zaigum Abbas	Persian	
28.	Dr. Shahid Aziz	Arabic	
29.	Dr. Showkat Hussain Wani	English	
30.	Mr. Arif Hussain War	Geography	
31.	Mr. Zaheed Ahmed	English	
32.	Dr. Jahangeer Ahmad Bhat	Pol. Science	
33.	Dr. Gowhar Ahmad Shapoo	Botany	
34.	Ms. Sumina Begum	Sociology	
35.	Mr. Mohammed Abass Rather	Physical Education	
36.	Dr. Yasser Ali	Education	
37.	Mr. Neeraj Kumar Mahajan	Geography	
38.	Ms. Ranu Sharma (G.F)	Hindi	
39.	Mr. Mohd Yaqoob	Accountant	
40.	Mr. Pankaj Kumar	Sr. Lab. Assistant	
41.	Mr. Mohd Rashid	Sr. Lab. Assistant	
42.	Mr. Javaid Ahmed	Junior Assistant	

43.	Mr. Rayees Ahmed	Lib. Assistant	
44.	Mr. Waqar Ahmed	Lab. Assistant	
45.	Ms. Avneet Kour	Lab. Assistant	
46.	Ms. Saima Kosar	Lab. Assistant	
47.	Mr. Ahsaan Ahmed	Lab. Bearer	
48.	Mr. Syed Sibtain Ali	Orderly	
49.	Ms. Anjum Jaffri	Orderly	
50.	Ms. Afsana Kouser	Lib. Bearer	
51.	Mr. Ashiq Ali	Lab. Bearer	
52.	Mr. Inaam ul Haq	Chowkidar	
53.	Ms. Saida Koser	MTS	

Principal 
 SCS Govt. Degree College
 Mendhar
 04/12/2023

- Copy to:
1. College Advisory Committee
 2. IQAC
 3. All the HoDs
 4. Office Records

Approved & recommended for compliance

3/10/23

Page 1 of 5
IQAC







IQAC SCS GDC Mendhar

MINUTES OF MEETING

HELD ON, 28th of October, 2023 AT 1:30 PM

A meeting of all the members of science faculty was held on 28-10-2023 under the chairmanship of Prof. Sarshad Hussain, Coordinator IQAC to discuss the agenda items.

Attendees: The following members attended the meeting.

S. No	Name of the Staff Member	Signature
1.	Dr. Mahroof Khan	
2.	Prof. Rizwan Ahmed Khan	
3.	Prof. Waseem Akram	
4.	Dr. Zulfiqar Ali Shah	
5.	Prof. Inam ul Haq	
6.	Dr. Gowhar Ahméd Shapoo	

1. Commencement of meeting:

The meeting was declared open by the chair at 01:35 p.m.

2. Opening remarks:

At the very outset of the meeting Prof. Sarshad Hussain, Co-ordinator IQAC, 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: Organising of Science, Technology & Innovation Activities
Regarding**

In response to the IQAC initiative in which authorisation for conducting seminars on various topics was sought from J&K, Science, Technology and Innovation; Department of Science and Technology, the college has received the authorisation of Rs 30,000/- to conduct the following:

1. Awareness Lecture on Food Loss and Waste Reduction - Food Preservation at inter-collegiate level on 09-11-2023.
2. Science Model/ Innovation/ Patents/ Startup exhibition at Inter-Collegiate level
3. Seminar on Drug Abuse and Its Ill Effects

It was decided that these activities shall be organised by the departments as indicated below:

S. No	Activity	Department
1.	Awareness Lecture on Food Loss and Waste Reduction - Food Preservation at inter-collegiate level on 09-11-2023	Physics and Geography & NCC unit.
2.	Science Model/ Innovation/ Patents/ Startup exhibition at Inter-Collegiate level	Botany and JJC
3.	Seminar on Drug Abuse and Its Ill Effects	Zoology and RRC

Agenda item 2: Record for Organising Activities

Following points were unanimously resolved to be printed and formulated in consultation with IQAC for record keeping.

1. All printing must indicate IQAC as partner.
2. All organisers shall prepare and print banner, flyer and certificates for participants indicating activities strictly as per the guideline of authorisation (**Sample Attached**)
3. All activities must have a schedule in printed form. The schedule must include
 - a. Formal Welcome
 - b. Bouquet Presentation to the Chief Guest
 - c. Expert talk

- d. Chief Guest Talk
- e. Presidential Address
- f. Valedictory Ceremony
- g. Vote of Thanks.

Agenda item 3: Refreshment and Honorarium to the Invited Speaker


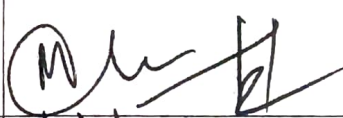
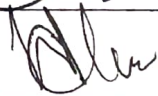
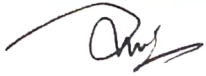


Authorisation for giving refreshment and honorarium to the invited speaker has also been authorised by the Department of Science and Technology so same shall be arranged.

5. Recommendations and confirmations of minutes of meeting:

Prof. Inam ul Haq, read the minutes of the meeting and passed on these minutes to the member 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.

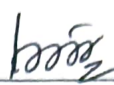


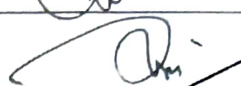

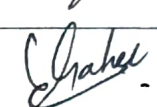
Members Science Faculty

S. No	Name	Designation	Signature
1.	Dr. Mahroof Khan	HoD Botany	
2.	Prof. Rizwan Ahmed Khan	HoD Physics	
3.	Prof. Waseem Akram	HoD computer Application	
4.	Dr. Zulfiqar Ali Shah	HoD Geography	
5.	Prof. Inam ul Haq	Assistant Professor Zoology	
6.	Dr. Gowhar Ahmed Shapoo	Lecturer Botany	

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, 28/10/2023 the minutes of meeting are approved as read.

Members Science Faculty

S. No	Name	Designation	Signature
1.	Dr. Mahroof Khan	HoD Botany	
2.	Prof. Rizwan Ahmed Khan	HoD Physics	
3.	Prof. Waseem Akram	HoD computer Application	
4.	Dr. Zulfiqar Ali Shah	HoD Geography	
5.	Prof. Inam ul Haq	Assistant Professor Zoology	
6.	Dr. Gowhar Ahmad Shapoo	Lecturer Botany	

7. Termination of meeting:

The meeting ended at 12.30 p.m with a vote of thanks by Dr. Mahroof Khan.


Prof. Sarshad Hussain

Coordinator IQAC

SCS Govt. Degree College Mendhar

INTERNAL QUALITY ASSURANCE CELL SCS GOVT DEGREE COLLEGE MENDHAR

NAAC Accredited Grade "B"



MINUTES OF MEETING DATED 25-07-2023

A review meeting of all the teaching staff was held on 25-07-2023 at 02 00PM in the MOOC Room of the college under the chairmanship of Prof. Shokit Hussain Convener College IQAC Committee. The Agenda of the Meeting was as under:-

Agenda:-

1. Submission of AQAR for year 2022-23
2. Submission of documents last 05 years as per the AQAR'S.
3. Conduct of mock exercise based on 05 years reports.
4. To check out the roadmap for the preparation of the College for NAAC Cycle-II
5. Constitution of SSR Writing Committee.

The following staff members attended the meeting:

S.No	Name of Faculty	Designation/Duties	Signature
1.	Prof. Saleem Ayaz	Associate Professor (Incharge Criteria-VI)	
2.	Prof. A. A Chowdhary	Sr. Assistant Professor (Incharge Criteria-V)	
3.	Prof. Javed Manzoor	Sr. Assistant Professor (Incharge Criteria-I)	
4.	Prof. Mohd Akram	Sr. Assistant Professor (Incharge Criteria-II)	
5.	Dr. Ajaz Ahmed	Assistant Professor (Incharge Criteria-VII)	
6.	Prof. Rizwan Ahmed Khan	Assistant Professor (Incharge Criteria-IV)	
7.	Prof. Waseem Akram	Assistant Professor	
8.	Dr. Zulafqar Ali Shah	Assistant Professor (Criteria-III)	
9.	Dr. Shakeel Ahmed	Assistant Professor (Criteria-III)	

Prof. Shokit Hussain, Coordinator IQAC welcomed the staff members in the meeting. He narrated the need and importance of Annual Quality Assurance Report (AQAR) which should be submitted to NAAC every year by all Accredited Institution as per the format prescribed. He said that AQAR is a useful document which gives overall picture of the institutional growth in all the seven criteria's identified by NAAC. It also provides systematic data with respect to various improvements to be taken up by the institution. After threadbare discussion on the agenda point, it was impressed upon all the faculty members by the chair that the AQAR for the year 2022-23 must be prepared and submitted to Prof. Waseem Akram upto **10th of August 2023** for further uploading on the NAAC Portal.

He also directed all the Criteria Incharges to submit the **AQAR documents of last 05 years** to the IQAC well in time. So that the MOCK exercise for SSR will be carried out in a smooth manner. He requested all the staff for full cooperation to each and every staff member involved in this task. The entire faculty members assured that the AQAR would be prepared and submitted **before 10th of August 2023** by taking into consideration of its importance.

The meeting ended with a vote of thanks to the faculty members.

Submitted to Worthy Principal SCS GDC Mendhar toady on 26th of July 2023 for information.

Prof. Shokit Hussain
Coordinator IQAC

Dr. Mohammed Azam
Principal
SCS Govt. Degree College
Mendhar

INTERNAL QUALITY ASSURANCE CELL
GOVT. CHHOTY SHAH MEMORIAL DEGREE COLLEGE,
MENDHAR



Meeting Notice
06-02-2023

As desired by Worthy Principal, all the teaching staff members (Permanent and academic Arrangement) are required to attend an urgent meeting in Principal Chamber on 06-02-2023 at 1:00 pm sharp regarding preparation and submission of Self Study Report of NAAC cycle-II.

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[Signature]
 Dr. Mohd Shafiq
 Coordinator
 IQAC
 Govt. Degree College
 Mendhar

[Date] 06/2/23