

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

Handwritten signature and stamp of the IQAC Co-ordinator, Prof. Sarshad Hussain, dated 01/12/2023.

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)

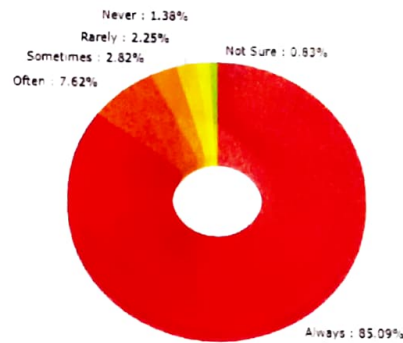
1225, 1368, 1368

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

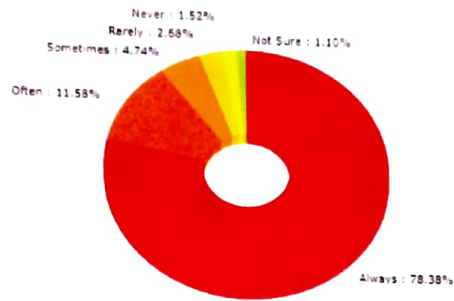


Rating	Count
Always (5)	5549
Often (4)	497
Sometimes (3)	184
Rarely (2)	147
Never (1)	90
Not Sure (0)	54

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Coordinator IQAC
Govt. Degree College
Mendhar

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

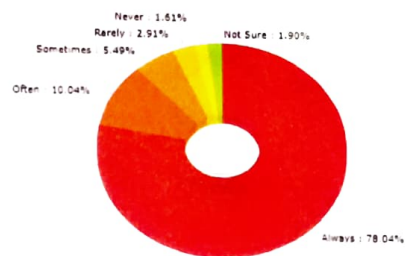
My teacher extends help to students irrespective of gender, ethnicity and culture



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?

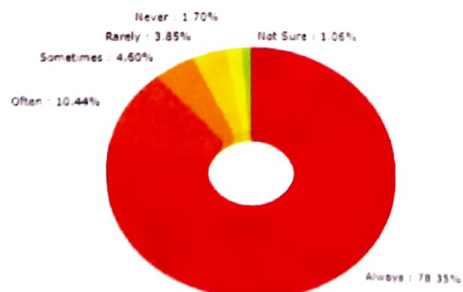
My teacher is fair in evaluating students and does not discriminate



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

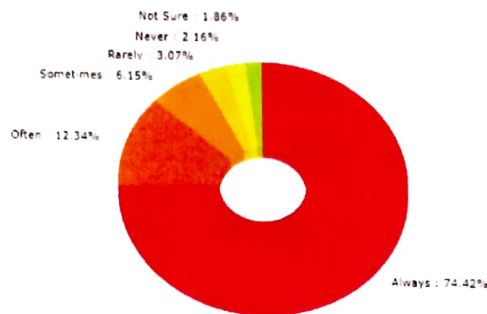
My teacher helps me identify my strengths and weaknesses and guides me to improve



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

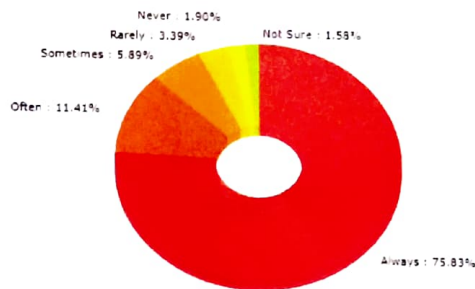
My teacher regularly checks laboratory log books, note books



Rating	Count
Always (5)	4111
Often (4)	865
Sometimes (3)	401
Rarely (2)	200
Never (1)	141
Not Sure (0)	121

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

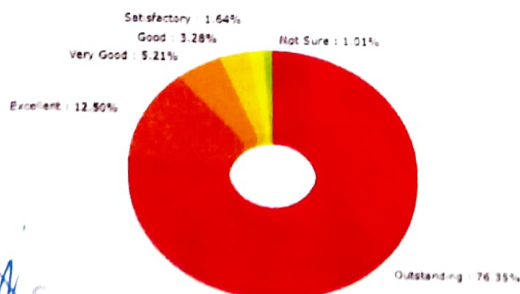
My teacher helps the students in conducting experiments through set of instructions and innovative demonstrations



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

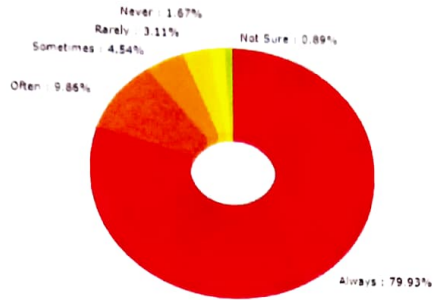


Rating	Count
Outstanding (5)	4979
Excellent (4)	815
Very Good (3)	340
Good (2)	214
Satisfactory (1)	107
Not Sure (0)	66

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

My Teacher is well-prepared for class

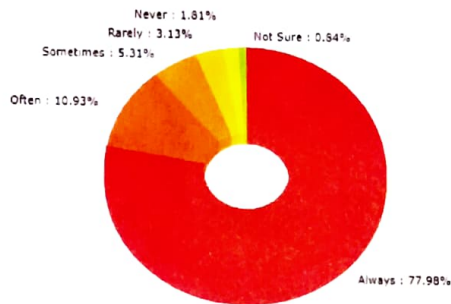


Rating

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

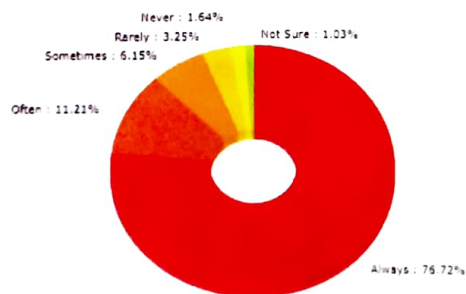


Rating

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



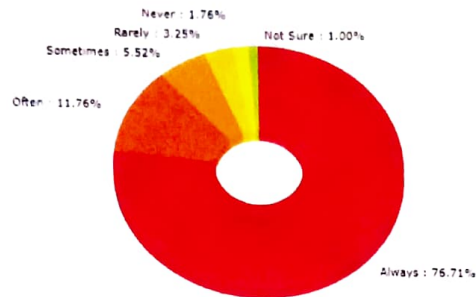
Rating

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


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

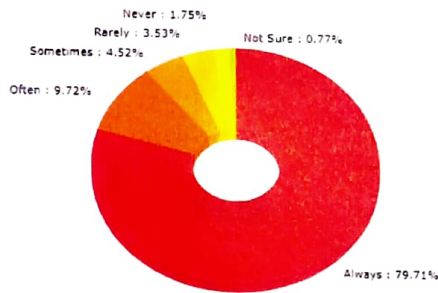
My teacher tries to create interest in the subject and tries to make class interactive.



Rating	Count
Always (5)	5002
Often (4)	767
Sometimes (3)	360
Rarely (2)	212
Never (1)	115
Not Sure (0)	65

Q. 12. My teacher maintains discipline in the class

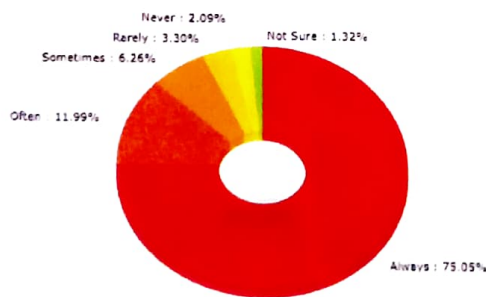
My teacher maintains discipline in the class



Rating	Count
Always (5)	5198
Often (4)	634
Sometimes (3)	295
Rarely (2)	230
Never (1)	114
Not Sure (0)	50

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

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

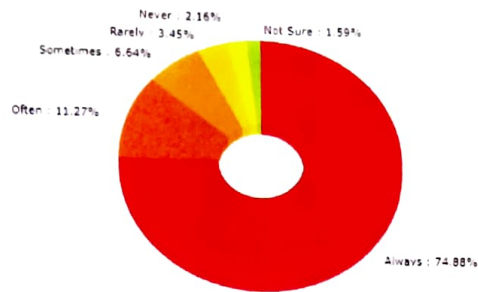


Rating	Count
Always (5)	4894
Often (4)	782
Sometimes (3)	408
Rarely (2)	215
Never (1)	136
Not Sure (0)	86

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 Director IQAC
 Govt. Degree College
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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

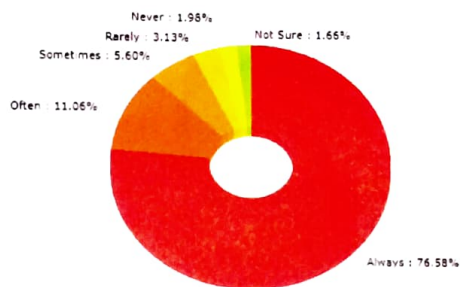


Rating

Always (5)	4883
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

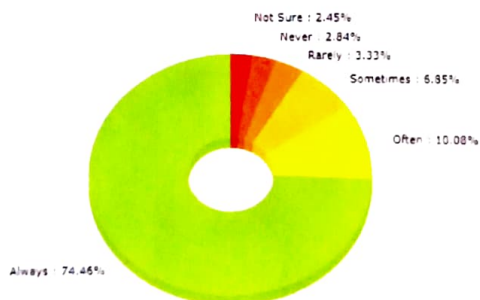


Rating

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



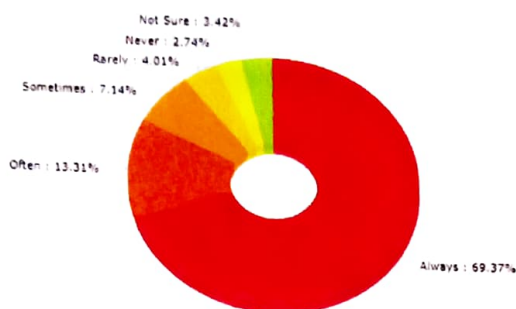
Rating

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

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 Govt. College, TMC
 Govt. College
 TMC

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

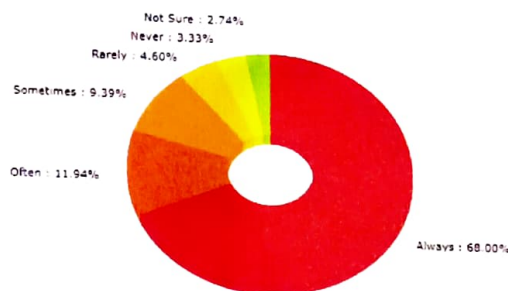
College has a good software based learning management System which helps us in academic delivery and content management



Rating	Count
Always (5)	709
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.

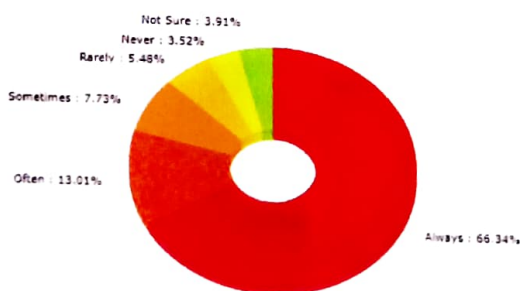
College has provided online platform for teaching, evaluation, seminars, workshops etc



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

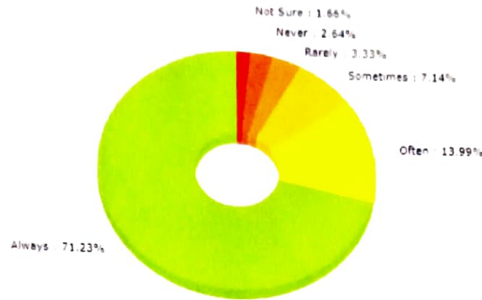


Rating	Count
Always (5)	678
Often (4)	133
Sometimes (3)	79
Rarely (2)	56
Never (1)	36
Not Sure (0)	40

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 Mandhar

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

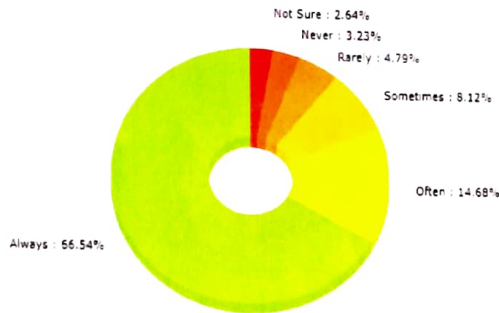
The campus is green and eco-friendly



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

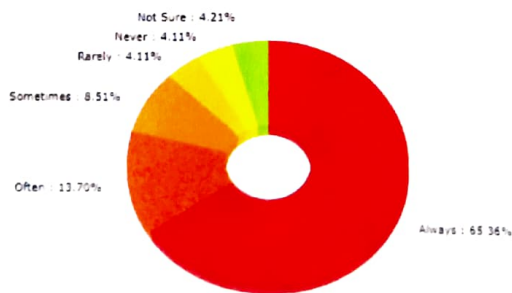
My college has a proper building with adequate accommodation



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

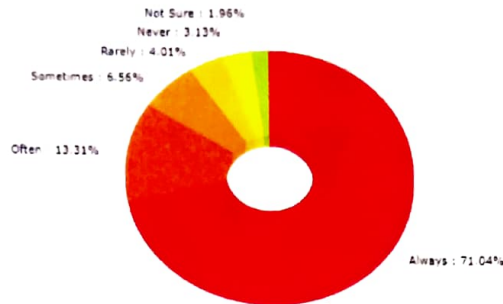


Rating	Count
Always (5)	668
Often (4)	140
Sometimes (3)	87
Rarely (2)	42
Never (1)	42
Not Sure (0)	43

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 Govt. College
 Bikaner

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

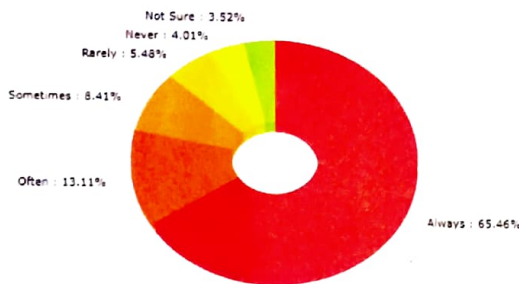
The classrooms are clean and well maintained and have adequate furniture



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

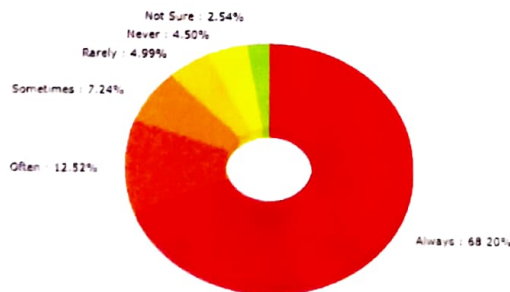
The College caters to the requirements of the differently abled Students



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

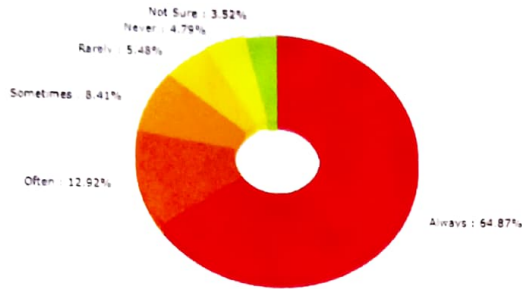


Rating	Count
Always (5)	697
Often (4)	128
Sometimes (3)	74
Rarely (2)	51
Never (1)	46
Not Sure (0)	26

(Signature)
 Director IQAC
 Government College
 Mandhar

Q. 26 College has well maintained canteen

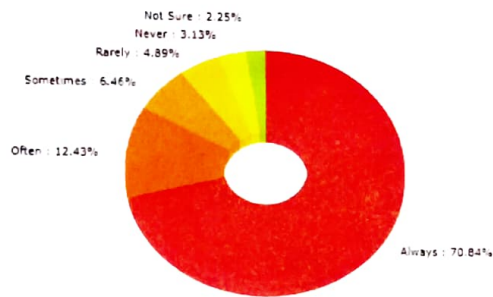
College has well maintained Canteen



Rating	
Always (5)	663
Often (4)	132
Sometimes (3)	86
Rarely (2)	56
Never (1)	49
Not Sure (0)	36

Q. 27. College has sufficient smart class room

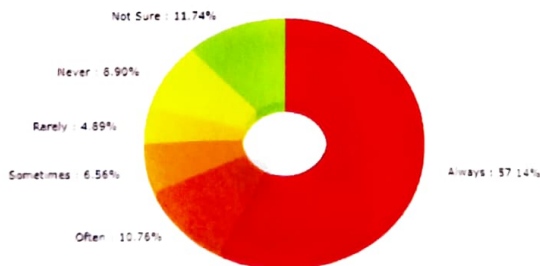
College has sufficient Smart Class rooms



Rating	
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

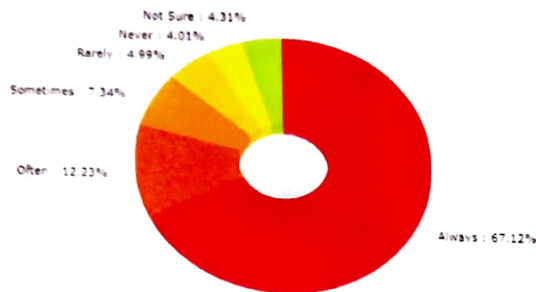


Rating	
Always (5)	584
Often (4)	110
Sometimes (3)	67
Rarely (2)	50
Never (1)	91
Not Sure (0)	120

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 Co-ordinator IQAC
 Govt. College, Alwar
 Alwar

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

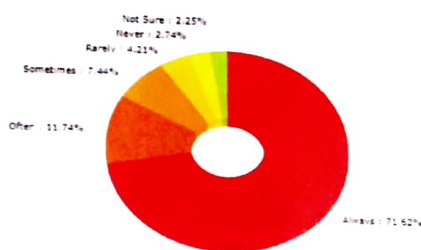
College has a well maintained Auditorium / Conference Hall



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

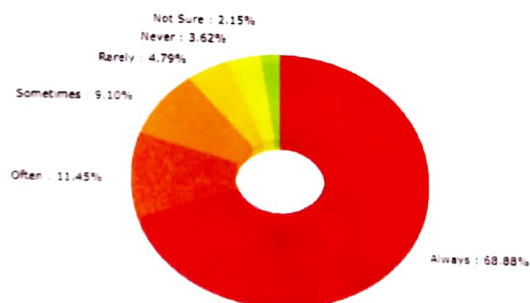
Academic and Examination schedules are strictly as per uniform Academic Calendar issued by Higher Education Department and there is no delay in classes or conduct of examinations



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

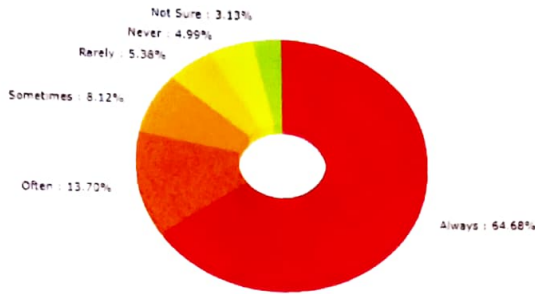


Rating	Count
Always (5)	704
Often (4)	117
Sometimes (3)	93
Rarely (2)	49
Never (1)	37
Not Sure (0)	22

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

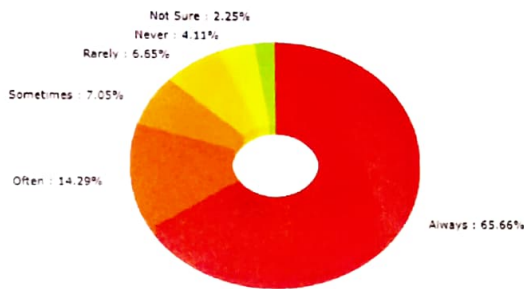
College conducts placement melas/ camps regularly through college career counselling and placement cell



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

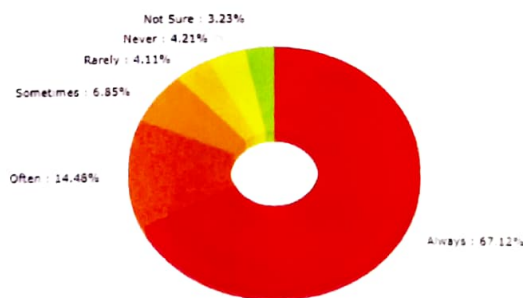
College works towards development of Innovation and start up culture



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

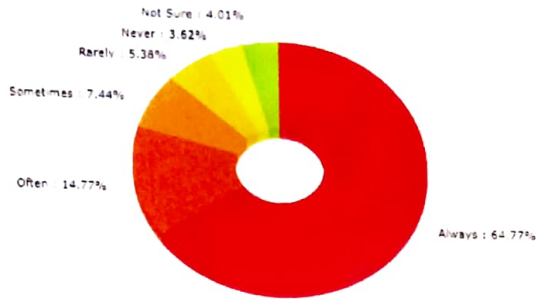


Rating	Count
Always (5)	686
Often (4)	148
Sometimes (3)	70
Rarely (2)	42
Never (1)	43
Not Sure (0)	33


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 Mondhar

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

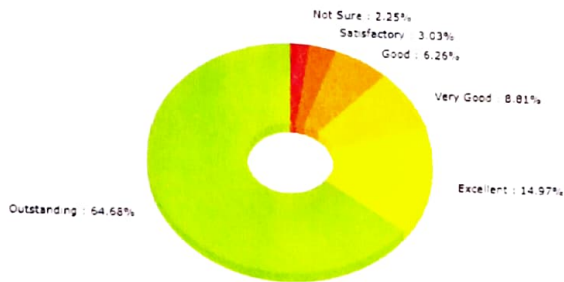
Whenever I have a grievance, it is redressed quickly and effectively



Rating	Count
Always (5)	664
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

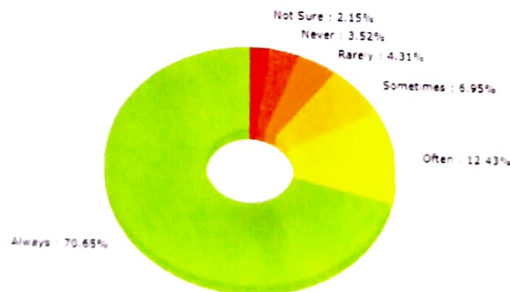
Overall how would you rank the college during the period under reference



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

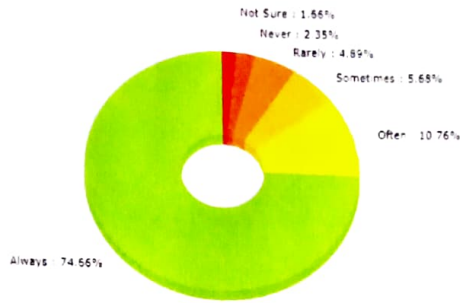


Rating	Count
Always (5)	722
Often (4)	127
Sometimes (3)	71
Rarely (2)	44
Never (1)	36
Not Sure (0)	22

(Signature)
 CO-ORDINATOR
 Government College
 Pindri

Q. 38. The library staff is cooperative and helpful

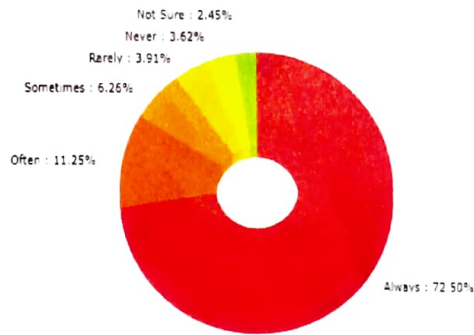
The library staff is cooperative and helpful



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

[Handwritten Signature]
 Co-ordinator MAC
 Govt. College Degree Coll
 Jharkhand

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%

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	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%	18.68%	3.52%
31.	College hostel is functional in all respects	67.9%	20.35%	11.74%
32.	College has 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%	18.49%	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%	16.44%	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%	17.32%	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%	16.73%	4.21%


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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:



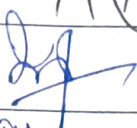
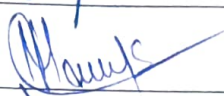




- a. For catering to the requirement of differently abled students college should develop ramps, washrooms with facilities, resting room besides procurement of wheel chair and other gadgets as needed from time to time.
- b. Canteen of the college be maintained and made functional.
- c. Work of the construction of girls hostel be expedited for making it functional at earliest.
- d. Auditorium and Conference Hall is lacking in the college so college administration must proceed to develop the same.
- e. College career counselling and placement cell be instructed to enhance placement melas/ camps.
- f. Administration must works towards development of innovation and start up culture
- g. Grievance Redressal Committee/ Anti Sexual Harassment Committee/ College Discipline Committee must ensure timely redressal of grievances.
- h. Online platform be provided for teaching, evolution, seminars, workshops
- i. 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. Intiyaz Ahmed Wani	
7.	Dr. Jameel Ahmed	
8.	Prof. Mohd Qasim Mir	

6. Termination of meeting:


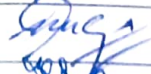

The meeting ended at 02.10 p.m with a vote of thanks by Prof. Sarshad Hussain.




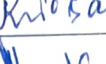





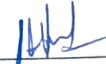




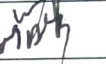

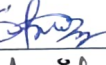






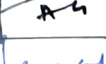
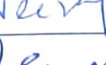
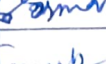

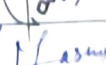



 Prof. Sarshad Hussain
 Coordinator IQAC
 SCS Govt. Degree College Mendhar


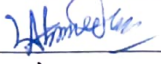
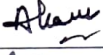






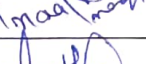

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NOTICE

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. 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