

# IQAC SCS GDC Mendhar

## MINUTES OF MEETING

HELD ON, 2<sup>nd</sup> 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 **34** Settings

## Teacher feedback (2022-2023)

IQAC SCS Govt. Degree College Mendhar

Name \*

Short answer text

Subject \*

Short answer text

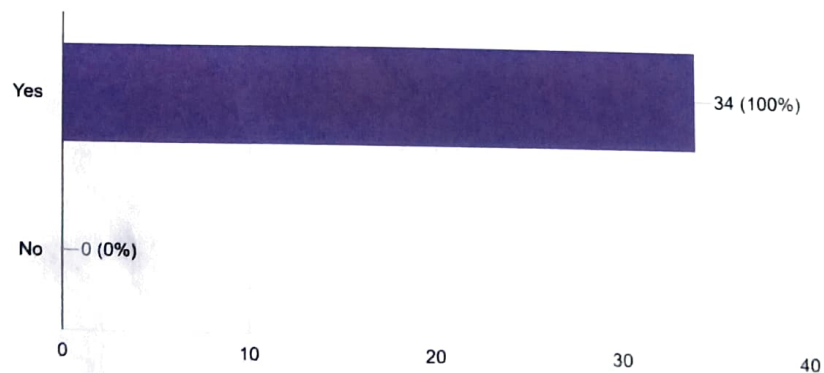
Link: [https://docs.google.com/forms/d/1BC7TZFAe\\_dTywMWqkP7rLSBZSLrtRIP-wcUd5ePsPfA/edit](https://docs.google.com/forms/d/1BC7TZFAe_dTywMWqkP7rLSBZSLrtRIP-wcUd5ePsPfA/edit)


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

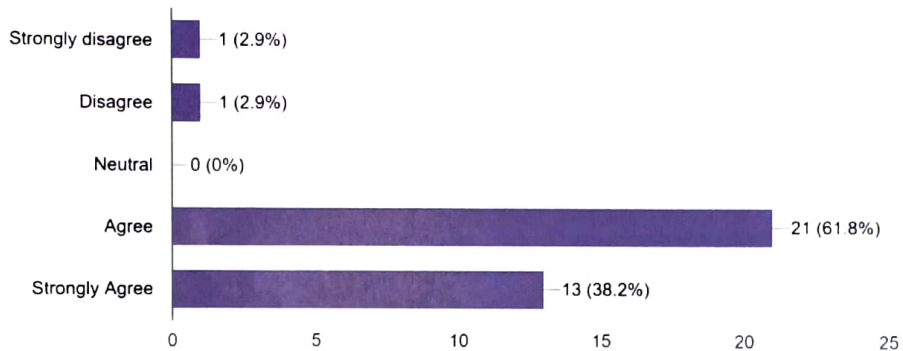
### Analysis & Action Taken

- 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

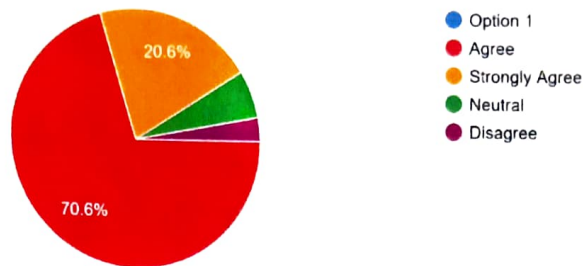
- From the bar chart it is clear that majority of the faculty members are satisfied with BoS which is being held by University of Jammu (38.2% Strongly Agree + 61.8% Agree). It is also clear that there are some minor grievances as majority have not gone with strongly agree. Hence it is recommended that 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.

*[Handwritten Signature]*  
 IQAC  
 Degree College  
 Jammu

### 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

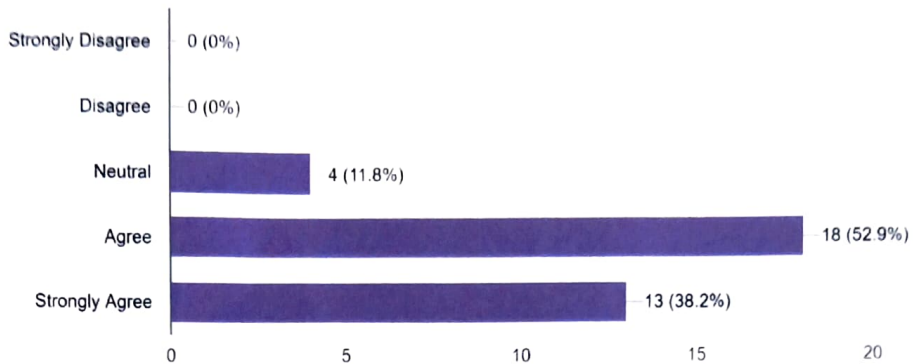
- Curriculum design and development of this institution is in the disposal of affiliating University i.e University of Jammu. University does involve the Heads of all departments of all colleges of respective subjects in their respective board of studies. Again the response in feedback is good enough (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?

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

34 responses



### Analysis & Action Taken

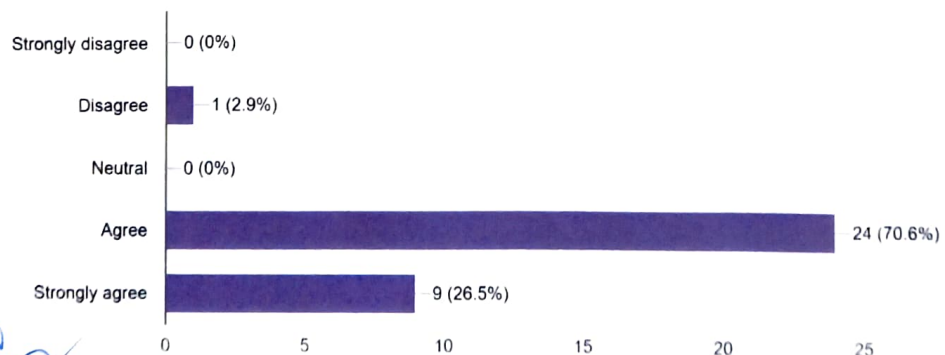
- Response of staff in the context of contribution of ideas on curriculum design is good enough (91.1%). Again it is recommended that if there is any issue it may be pointed out in the BoS meeting whenever it is held by University of Jammu or the same may be communicated in writing to IQAC for onwards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



*[Handwritten Signature]*  
 Co-ordinator IQAC  
 Govt. Degree College  
 Jammu

## Analysis & Action Taken

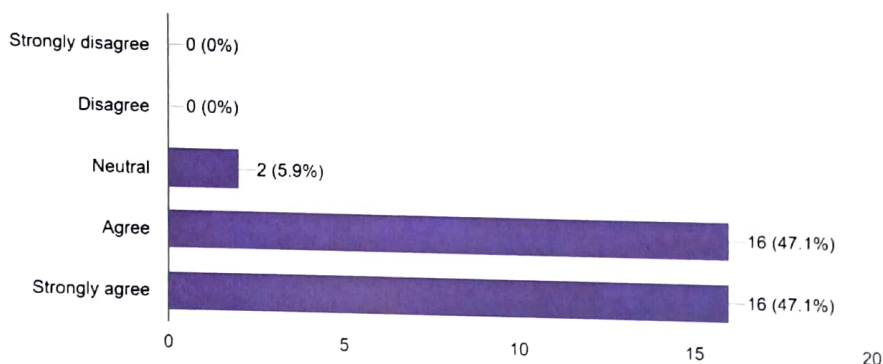
- Though majority of staff is agreed with the system of curriculum designing (97.1% including strongly agree and agree), 2.9% of them disagree. Since the system to be adopted is prerogative of affiliating University so it was recommended that the concerned members must raise the point in their respective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

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34 responses



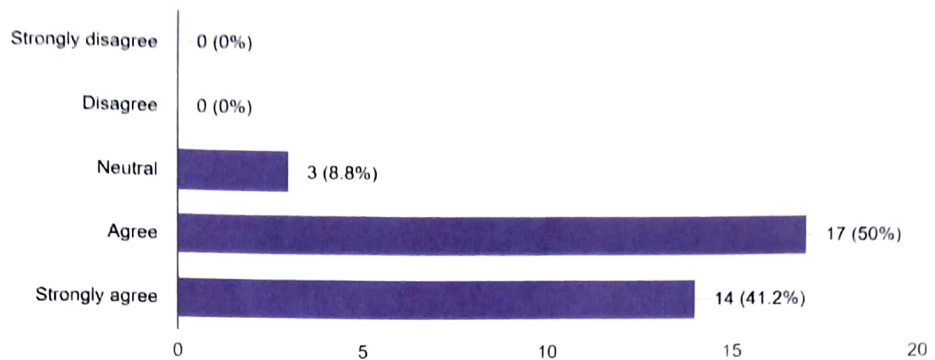
## Analysis & Action Taken

- 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.

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34 responses



### Analysis & Action Taken

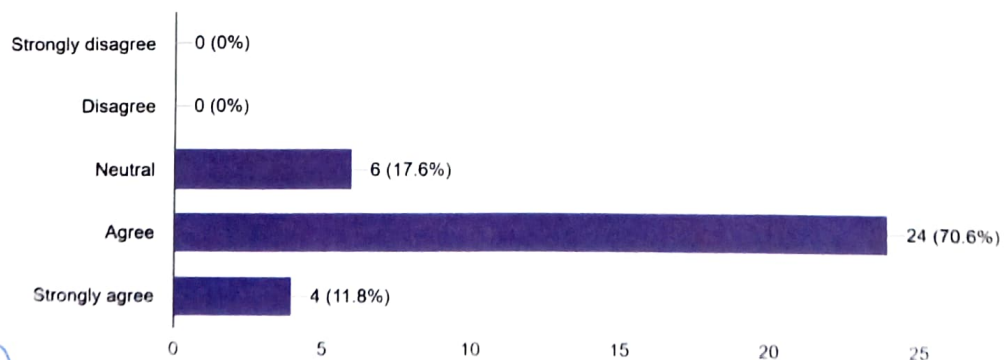
- 91.2 % responses are satisfactory with respect to department level meeting including 50% agree and 41.1% strongly agree. 8.8% are neutral and neutral response cannot be decoded strongly for recommendations. Hence it is recommended that the concerned faculty members may communicate the actual reason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

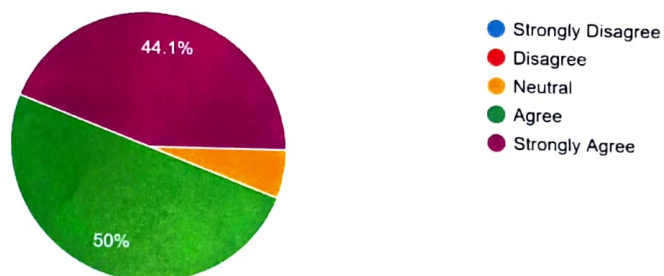
## Analysis & Action Taken

- 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.

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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.

*[Handwritten Signature]*  
 GOVERNOR OF ISAC  
 Government Degree College  
 Mandhar



## RESPONSE 10

- Any Suggestions

Suggestions given by some staff members are reproduced as below:



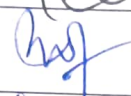
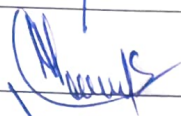



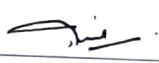
- The college administration should take necessary initiatives for the construction/establishment of Hostels, Staff Quarters and Skill centres.
- Need Conference Hall
- Focus on class management and time table
- Introduction of applied courses at UG level
- Librarian post is still vacant and library 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 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.

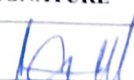
  
 Prof. Sarshad Hussain  
 Coordinator IQAC



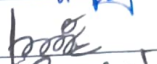


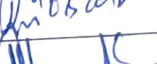











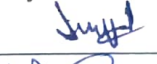





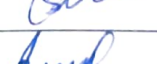

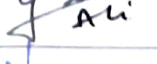
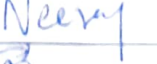

SCS Govt. Degree College Mendhar







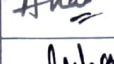




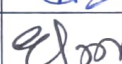



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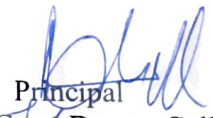
### NOTICE

The recommendations of IQAC are as such circulated among the staff members to note the points mentioned 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