Minutes of Meeting (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) was convened on 12th of December 2023 in the principal Chamber at 1:30 pm.

# Members in attendance:

* Prof. G.R Ganie (I/C Principal)
* Prof. Nisar Ahmad Lone (Coordinator IQAC)
* Prof. Sajad Ahmad Shah (Member IQAC)
* Prof. Ajaz Ahmad Magry (Member IQAC)
* Prof. Mushtaq Ahmad Bhat (Member IQAC)
* Dr. Ali Mohammad Peer (Member IQAC)
* Dr. Muzaffer Jan (Member IQAC)
* Dr. Iftikhar Ahmad (Member IQAC)
* Prof. Mohammad Ayoub Wani (Member IQAC)

Agenda:

The agenda of the meeting was to discuss the status of NAAC preparation of the college and reorganization of the IQAC in the backdrop of the massive transfer drive in HEI’s.

Proceedings:

The meeting started with the opening remarks of the Coordinator IQAC, Prof. Nisar Ahmad Lone, wherein he informed the quorum that the college has submitted AQARs up to the Year 2020-21, and for the years 2021-22,2022-23 and 2023-24 the same are yet to be prepared and submitted. In this connection all the members put forward their valuable suggestions and following decisions were taken unanimously:

1. That the seven criteria of AQAR shall be distributed among the members of IQAC as shown below and each member/s will be required to compile his/their respective criterion at an earliest.

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| CRITERION I | *Curricular Aspects* | Prof. Mushtaq Ahmad Bhat |
| CRITERION II | *Teaching- Learning and Evaluation* | Dr. Ali Mohammad Peer  Dr. Asgar |
| CRITERION III | *Research, Consultancy and Extension* | Dr. Muzaffer Jan  Dr. Mehraj-ud-Din |
| CRITERION IV | *Infrastructure and Learning Resources* | Dr. Sajad Ahmad Shah |
| CRITERION V | *Student Support and Progression* | Prof.Ajaz Ahmad Magry |
| CRITERION VI | *Governance, Leadership and Management* | Prof. Iftikhar Bashir |
| CRITERION VII | *Innovation and Best Practices* | Prof. Mohammad Ayoub |

1. That the composition of the IQAC shall remain flexible and every faculty member who is having some experience of working in IQAC and/or interested to work in the committee shall be accommodated in the committee.
2. That college diary maintenance shall be made a regular feature in the college and Dr. Shabnum of Kashmiri Department will be entrusted with this assignment of keeping record of all the events/activities carried out in the college.
3. Conveners/ coordinators of admission, examination, cultural and literary activities, NSS etc. shall be required to gear up their respective sections so as to provide necessary information to the IQAC as and when required.
4. That Prof. Sajad Ahmad Shah (HoD Computer Sciences) will create three WhatsApp groups each for Permanent Faculty, Faculty on Academic Arrangement and Non-teaching staff so that communication and record of events could be effectively managed.
5. That the room designated for IQAC shall be vacated at earliest and necessary facilities shall be put in place there for smooth conduct of IQAC work.
6. A computer assistant shall be designated exclusively for IQAC for data compiling and filing of the important records/ documents.
7. That a review meeting shall be held in the last week of December so as to see the progress of the work on each criterion.
8. That former IQAC coordinator, Dr. Irshad Ahmad Lone will be invited to give the status of preparation of pending AQARs and share his experiences and expertise with the incumbent Committee members.

The meeting was concluded with the vote of thanks proposed by the Coordinator IQAC.

Minutes of meeting submitted for approval.

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| Name | Signature |
| Prof. Nisar Ahmad Lone |  |
| Prof. Mushtaq Ahmad Bhat |  |
| Dr. Ali Mohammad Peer |  |
| Dr. Asgar |  |
| Dr. Muzaffer Jan |  |
| Dr. Mehraj-ud-Din |  |
| Dr. Sajad Ahmad Shah |  |
| Prof. Ajaz Ahmad Magry |  |
| Prof. Iftikhar Bashir |  |
| Prof. Mohammad Ayoub |  |
| Dr. Shabnum |  |