Minutes of Meeting (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) was convened on 18th of April 2024 in the principal Chamber at 2:00 pm.

# Members in attendance:

* Prof. Nisar Ahmad Lone (Coordinator )
* Prof. Sajad Ahmad Shah (Member IQAC)
* Prof. Mohammad Asgar Khan (Member IQAC)
* Prof. Ajaz Ahmad Magry (Member IQAC)
* Prof. Mushtaq Ahmad Bhat (Member IQAC)
* Dr. Ali Mohammad Peer (Member IQAC)
* Dr. Mohammad Iqbal Rather (Member IQAC)
* Dr. Yasir Arfat (Member IQAC)
* Dr. Iftikhar Bashir (Member IQAC)
* Prof. Mohmad Ayoub Wani (Member IQAC)
* Prof. Alam Ara (Member IQAC)
* Dr. Mehraj ud Din Bhat (Member IQAC)
* Dr. Waseem Ahmad Bhat (Member IQAC)
* Dr. Reyaz Ahmad (Member IQAC)

Agenda:

The agenda of the meeting was to discuss the status of NAAC preparations in the college and allocation different criteria of AQAR to the members of newly constituted IQAC committee.

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. The time line for the submission of pending AQARs has already approached to its closure i,e 30th of April 2024. In this regard all the members put forward their valuable suggestions how to work in unison to fetch the college a good grade. After threadbare discussion following decisions were taken unanimously:

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

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| Criterion No. | *Name of criterion* | Incharge faculty |
| CRITERION I | *Curricular Aspects* | Prof. Mushtaq Ahmad Bhat  Dr. Shahnaz Mohi-ud-Din |
| CRITERION II | *Teaching- Learning and Evaluation* | Dr. Ali Mohammad Peer  Prof. Mohammad Asgar khan |
| CRITERION III | *Research, Consultancy and Extension* | Dr. Mohammad Iqbal Rather  Dr. Yasir Arfat  Dr. Waseem |
| CRITERION IV | *Infrastructure and Learning Resources* | Dr. Sajad Ahmad Shah  Dr. Syed Iqbal Rehmani |
| CRITERION V | *Student Support and Progression* | Dr. Mehraj-ud-Din Bhat  Dr. Reyaz Ahmad |
| CRITERION VI | *Governance, Leadership and Management* | Dr. Iftikhar Bashir  Dr.Alam Ara |
| CRITERION VII | *Innovation and Best Practices* | Prof. Mohammad Ayoub Wani  Prof. Ajaz Ahmad Magry |

1. All the members will be required to compile AQAR for the year 2021-22 by 30th of Aril 2024 and subsequently work on the other pending AQARs in due course of time.
2. A review meeting in this regard will be held on 1st of May 2024 to assess the progress of the work of each group.
3. The information provided shall be accurate and in sync with the AISHE records and previously submitted AQARs.
4. The conveners of different committees, program coordinators, NCC and NSS officers will be required to forward soft copies of all the activity reports supported by the geo-tagged photographs to Prof. Sajad Ahmad Shah (incharge criterion IV and i/c College Website.
5. The college website shall be updated regularly to keep track of all the activities conducted by the college and to facilitate student to get all the required information from time to time.
6. A spacious room shall be dedicated to IQAC to carry out its routine work and to meetings as and when needed besides safeguarding all the records.
7. The room shall be equipped with all modern day facilities like adequate furniture, Lockers, AIO Computers, Printers, Xerox facility, stationery items, broadband connectivity and above all a fulltime computer assistant. In this regard a detailed requisition will be submitted to the Principal of the college.
8. That college diary maintenance shall be made a regular feature and the faculty entrusted with the assignment of keeping record of all the events/activities carried out in the college and outside to ensure that all the activity reports are uploaded on college website through Prof Sajad Ahmad Shah ( incharge college website) besides preserving hard copies of all the event reports.
9. 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 data/ information to the IQAC as and when required.

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. Mushtaq Ahmad Bhat |  |
| Dr. Shahnaz Mohi-ud-Din |  |
| Dr. Ali Mohammad Peer |  |
| Dr.Mohammad Asgar khan |  |
| Dr. Mohammad Iqbal Rather |  |
| Dr. Yasir Arfat |  |
| Dr. Sajad Ahmad Shah |  |
| Dr. Syed Iqbal Rehmani |  |
| Prof. Ajaz Ahmad Magry |  |
| Dr. Mehraj-ud-Din Bhat |  |
| Dr. Reyaz Ahmad |  |
| Dr. Iftikhar Bashir |  |
| Prof. Alam Ara |  |
| Prof. Mohmad Ayoub wani |  |
| Dr. Waseem Ahmad Bhat |  |

Coordinator IQAC