Minutes of Meeting (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) was convened by the Principal Prof. G.R Ganaie on 24th of May 2024 in the principal Chamber at 11:00 am.

# Members in attendance:

* Prof. Nisar Ahmad Lone (Coordinator IQAC)
* Prof. Mohammad Asgar Khan (Co-coordinator)
* Prof. Ajaz Ahmad Magry (Member IQAC)
* Prof. Mushtaq Ahmad Bhat (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. Syed Iqbal Rehmani (Member IQAC)

Agenda:

The agenda of the meeting was to take stock of the NAAC preparations in the college and to check the progress of work on allocated criteria of pending AQAR’s by concerned faculty.

Proceedings:

The meeting started with the opening remarks of the Principal, Prof. G.R Ganaie, wherein he emphasized the timely completion of pending AQARs as the college has missed the deadline for submission. He stressed the members to accelerate the compiling of their assigned criteria. The coordinator IQAC also requested the members to adhere to the decisions and timelines for furnishing the required information pertaining to their respective criteria within the specified time frame. The members of the committee ensured that they will simultaneously work on the completion of AQARs for the Year 2020-21, 2021-22, and 2023-24. In this regard all the members put forward their valuable suggestions and after threadbare discussion following decisions were taken unanimously:

1. That a designated IQAC Room 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 may be established. In this regard a detailed requisition will be submitted to the Principal of the college.
2. That awreness
3. That while sticking to the directions and decisions, all the members shall put in their sincere efforts to complete the assigned part of their work on time.
4. That the seven criteria of AQAR are 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. The bifurcation of the work within the criterion shall be mutually done by the concerned members. Serial 01 in each group shall be answerable for the progress of work in his/her criterion.

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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* | Prof. Mohammad Asgar khan  Dr. Ali Mohammad Peer |
| CRITERION III | *Research, Consultancy and Extension* | Dr. Mohammad Iqbal Rather  Dr. Waseem Ahmad Bhat  Dr. Yasir Arfat |
| 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. 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.
8. 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