



Internal Quality Assurance Cell

Govt. Degree College Pampore

گورنمنٹ ڈگری کالج پانپور (کشمیر)

NAAC ACCREDITED GRADE B⁺ (CGPA= 2.6)

Tulbagh, Pampore - 192121 - (Distt. Pulwama)- Kashmir

Cell: 9419022133, Web: gdcpampore.com Email: gdcpampore@gmail.com

Minutes of IQAC Meeting held on 01-12-2023

Date: 01-12-2023

Time: 2:00 p.m

Venue: Principal Chamber

Agenda of the meeting:-

1. Making newly constructed Science Block and 8-Classroom Block as ICT enabled.
2. Discussion of previous external audit paras and settlement thereof
3. Carrying out Academic and Administrative Audit (external)
4. Publishing of Newsletter (2023) and Magazine (2023)
5. Content management on newly designed website with advanced Security Certificate.
6. Creating mini-auditorium in college
7. Preparation of Annual Developmental Action Plan.
8. Establishment of Skill Infrastructure
9. Participation in AISHE Survey
10. Scrutinizing PBAS Documents of faculty members due for placement

Members in Attendance:-

1. Prof. Hilal Bakshi
2. Dr. Irfan Khursheed Shah
3. Dr. Mohd Iqbal Malik
4. Prof. Manzoor Ahmad
5. Dr. Sidrat ul Muntaha Anees
6. Dr. Huzaifa Pandit
7. Dr. Tabassum Maqbool
8. Dr. Bilal Ahmad Dar
9. Dr. Shabir Hussain Lone
10. Dr. Bilal Ahmad Sheikh

Minutes Recorded:

Today on 01-12-2023, a meeting of college IQAC was held under the Chairmanship of Prof. (Dr.) Huda Galzai in the office chambers of worthy Principal. After a detailed discussion following minutes were recorded:-


Coordinator IQAC


Principal
Govt. Degree College
Pampore



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1. It was decided to ensure smart boards (IFPDs) are installed in the newly constructed classrooms and labs.
2. It was decided to work on the previous Audit Paras enlisted by Audit Team and ensure settlement in time.
3. The members unanimously decided to ensure the Academic and Administrative Audit may be carried out which was due to us.
4. It was decided that Newsletter and Magazine be compiled at the earliest and may be published during the start of academic session after winters.
5. The newly created website may be enriched and content management may be done at an earliest.
6. It was decided that a proposal for establishment of a mini-auditorium may be forwarded to HED immediately.
7. It was decided that college development committee and IQAC shall prepare a detailed annual developmental Plan for onward submission to JKHED
8. The members unanimously decided that the requisite skill infrastructure may be established as early as possible.
9. Data compilation may be done at the earliest for onward submission to AISHE, once the survey is launched.
10. It was decided that a three member committee shall be devised who will scrutinize the PBAS documents of faculty members, Alam Ara Shah and Tazyeen Buchh for onward submission to HED.


Coordinator IQAC


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Office of the Principal
Govt. Degree College Pampore

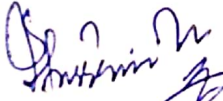
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Action Taken Report of the IQAC meeting held on 01-12-2023

In tune with the minutes recorded in the meeting held on 01-12-2023, following action has been taken:

1. A proposal for installation of IPDS in all available classrooms has been floated to Higher Education Department for necessary approval and sanction thereof.
2. Among the 33 Audit Paras, only 11 are remaining now, rest all settled.
3. An external Audit party inspected the college and audit was completed out in the month of January 2024.
4. Both the College Newsletter as well as the College Magazines for the entire session 2024, were compiled throughout the winter and both released and distributed.
5. Website has been created and content uploaded. It is updated on daily basis.
6. Proposal for establishment of Mini-Auditorium submitted to JKHED
7. Annual College Development Plan submitted to the Department for approval
8. College is offering Skill Course Under NSQF pattern, a polyhouse has been created under this, in addition to the botanical garden. A herbal garden is also expected shortly
9. AISHE Data for the year 2022-2023 compiled, analysed and submitted.
10. A committee constituted for reviewing the PBAS Cases.


Coordinator IQAC
GDC Pampore


Principal
Govt. Degree College
GDC Pampore



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Minutes of IQAC Meeting held on 15-02-2024

Date: 15-02-2024

Time: 2:00 p.m

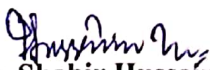
Venue: Principal Chamber


Agenda of the meeting:-

1. Appraising the members of newly constituted IQAC about its functioning.
2. Discussion on grey areas and progress thereof.
3. Financial Aid for 2023-2024
4. Mentor-Mentee for 2023-2024
5. Tracking Student Progression/Placement
6. Feedback Collection: Students, Teachers, Alumni.
7. Annual Action Plans from Committee Conveners
8. Creation of all important Clubs (Student Clubs)
9. Outreach activities to be strengthened through NSS.
10. Enhancing the enrolment.
11. Online Grievance form to be made available on website.
12. Creation of R & D, IIC and Career Counselling Cell pages on website.
13. Alumni Registration, Alumni Meet, Civil Society Meet, Parent Teacher Meets.
14. Adhering to Code of Conduct.
15. Ensure Experiential Learning.
16. Organising frequent subject tours/Field visits.
17. Introduction of more NSQF based Skill Courses.
18. Identifying more ramps to be installed as required
19. Identifying spaces for Health Room, PMSSS Centre, IGNOU Centre, Girls Common room, Democracy Room, Girls Common Room, Career Counselling, Placement Cell
20. Establishment of Placement Cell.
21. Discussion on criterion work and assignments to members.

Members in Attendance:-

1. Dr. Shabir Hussain Lone
2. Dr. Irfan Khursheed Shah
3. Dr. Mohd Iqbal Malik
4. Prof. Manzoor Ahmad
5. Dr. Sidrat ul Muntaha Anees
6. Dr. Huzaifa Pandit
7. Dr. Tabassum Maqbool
8. Dr. Bilal Ahmad Dar
9. Dr. Bilal Ahmad Sheikh
10. Ms. Sakeena Bashir.


Dr. Shabir Hussain Lone
Coordinator IQAC


Prof. (Dr.) Huda Ghalib
Principal
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11. Prof. Redwan Nayeem

12. Mr. Nayeem Qadri


13. Mr. Shayan Showkat

Minutes Recorded:

Today on 15-02-2024, a meeting of IQAC was convened under the Chairmanship of worthy Principal, Prof. (Dr.) Huda Galzai. After threadbare discussion following minutes were recorded:

1. In the beginning, worthy chairperson, accorded a warm welcome to whole IQAC team and stressed on the importance of IQAC for enhancing quality culture in all academic and administrative facets within the institution.
2. Next the coordinator IQAC made a detailed overview of the NAAC Cycle –1 and the necessary stage to be set for cycle-2.
3. A discussion on observations raised by NAAC Peer team was invited and it was resolved that IQAC shall work to resolve all the other observations in due course of time.
4. In order to track the student progression and placement, Convenor placement in association with IQAC shall devise a mechanism to ensure that all students are tracked and formal records are made available.
5. It was decided that Financial Aid Committee and IQAC shall devise the modus operandi for inviting the applications from the needy and deserving students of college and ensure timely disbursement of financial aid for the year 2023-2024.
6. Mentor-Mentee for the year 2023-2024 shall be strengthened and circulars pertaining to assignment of mentor-mentees shall be done by IQAC at an earliest.
7. In order to ensure awareness about code of conduct and other important announcements, among teachers and students, morning assembly shall be held once in a week to ensure dissemination of all important information among the students
8. All newly constituted committees/clubs/Cells to submit the comprehensive action plans for one full academic year to IQAC by or before 15th March 2024.
9. All important student clubs shall be created with one faculty coordinator as incharge. A detailed action plan from each club may be sought by or before by or before 15th March 2024.
10. Admission committee shall chalk out a detailed action plan for enhancing enrolment in all major subjects. More NSQF based skill courses may be floated in upcoming academic session, in addition to the courses addressing cross cutting issues to be floated as MDs.
11. College NSS to ensure extension activities/community outreach and strengthen the activities in the adopted school, adopted village and adopted wetland.


Dr. Shabir Hussain Lone
Coordinator IQAC


Prof. (Dr.) Huda Galzai
Principal
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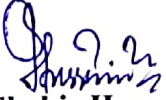
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12. To seek curriculum transaction plans and departmental time tables from all concerned HODS for 2nd and 4th semesters at an earliest.
13. Courses in which experiential learning exists shall be identified by and corresponding departments shall be intimated to submit experiential reports for the year 2023-24
14. Wherever required field trips/study tours shall be organised. IQAC to identify such departments and an intimation to the concerned shall be done.
15. In charge website shall create all important pages on website viz, R & D, IIC and Career Counselling etc. He shall ensure to create an online grievance form and make it available on the website.
16. Career Counselling Cell and Placement Cell to work effectively in close association with IQAC with regard to organising career outreach programs and placement programs respectively.
17. Development Committee shall work to identify places for making campus more disabled friendly.
18. Spaces for all important cells like Health Room, PMSSS Facilitation Centre, IGNOU Centre, Girls Common room, Democracy Room, Legal Cell, Girls Common Room, Career Counselling, Placement cell may be identified. Corresponding Coordinators/Incharges must operate the functioning of their committees, cells from these spaces.
19. Afterwards IQAC work was distributed among all the members of IQAC. It was decided that each member shall ensure data generation and data compilation (from all stakeholders) corresponding to their assigned criterion. The detailed assignment is tabulated below:

S. No	Criterion	Members Incharge
01	Criterion-I	1. Dr. Sidrat ul Muntaha Anees 2. Dr. Mohd Iqbal Malik
02	Criterion-II	1. Dr. Huzaifa Pandit 2. Prof. Redwan Nayeem
03	Criterion-III	1. Dr. Bilal Ahmad Sheikh
04	Criterion-IV	1. Dr. Tabassum Maqbool 2. Ms. Sakeena Bashir
05	Criterion-V	1. Prof. Manzoor Ahmad
06	Criterion-VI	1. Dr. Shabir Hussain Lone 2. Dr. Bilal Ahmad Dar
07	Criterion-VII	1. Dr. Irfan Khursheed Shah

The meeting ended with a vote of thanks proposed by Dr. Mohd Iqbal Malik.


Dr. Shabir Hussain Lone
Coordinator IQAC


Prof. (Dr.) Huda Gulzai
Principal
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Action Taken Report of the IQAC meeting held on 15-02-2024

In tune with the minutes recorded in the meeting held on 15-02-2024, following action has been taken:

1. IQAC members after getting fully acquainted with the 7 criteria of NAAC assessment pledged to work with utmost integrity and compile the highest standard form of the data.
2. Financial Aid committee distributed the Financial Aid among all deserving students of college by verifying their documents. A total of 85000/- was distributed among 63 such students.
3. Circulars pertaining to mentor mentee were framed by IQAC and distributed among staff for carrying out the mentee activities. Most of the departments submitted the reports well in time.
4. In order to track the students, Convenor placement coordinator criterion 5 and Coordinator Alumni devised a mechanism for the same. Whenever the students come for degree certificate, they need to fill the feedback form and also submit the details of their engagement, be it job or Higher Studies.
5. Feedback from Teachers for the session 2023 was collected from teachers. Others shall follow.
6. Important Clubs like Red Ribbon, Red Cross, NSS, Eco-Club were created.
7. NSS is carrying out all such programs in the college, local community etc.
8. IIC, Career Counselling, Pages have been created as discussed in previous meeting.
9. An Alumni meet was also conducted.
10. Routine frisking of students at college gate was conducted to ensure the maintainance of discipline.
11. Subject tours/Field Trips were conducted by various departments, like Geography, Commerce, Chemistry, Physics etc
12. A community Service center was created besides creation of Health Room, PMSSS Centre, IGNOU Centre, Girls Common room, Democracy Room, Girls Common Room, Career Counselling, Placement Cell.


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Minutes of IQAC Meeting held on 15-04-2024

Date: 15-04-2024

Time: 2:00 p.m

Venue: Principal Chamber

Agenda of the meeting:-

1. Discussion on submission of experiential learning reports from all HODs whose courses involve experiential learning.
2. Field trips/Study tours/project work to be done by all concerned teachers whose courses involve so.
3. Submission of curriculum transaction plans, departmental time tables, syllabus completion reports.
4. Submission of mentor-mentee report.
5. Ensuring the extensive use of ICT based Pedagogy
6. Identifying slow and advanced learners. Submission of remedial class work reports.

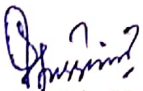
Members in Attendance:-


1. Dr. Shabir Hussain Lone
2. Dr. Irfan Khursheed Shah
3. Dr. Mohd Iqbal Malik
4. Prof. Manzoor Ahmad
5. Dr. Sidrat ul Muntaha Anees
6. Dr. Huzaiifa Pandit
7. Dr. Tabassum Maqbool
8. Dr. Bilal Ahmad Dar
9. Dr. Bilal Ahmad Sheikh
10. Ms. Sakeena Bashir.
11. Prof. Redwan Nayeem

Minutes Recorded:

Today on 15-04-2024, a meeting of IQAC was convened under the Chairmanship of worthy Principal, Prof. (Dr.) Huda Galzai. After threadbare discussion following minutes were recorded:

1. All heads of departments whose courses involve experiential learning were apprised about the fact that experiential learning may be encouraged among the learners and that such experiential learning reports must be submitted to IQAC in due course of time.


Dr. Shabir Hussain Lone
Coordinator IQAC


Prof. (Dr.) Huda Galzai
Principal
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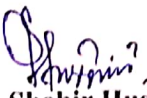
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2. All faculty members must ensure exposure visits in favour of students in all courses that involve field trips. More such tours were envisaged to be performed by majority of departments.
3. All HODs must ensure that faculty from their departments make extensive use of ICT based teaching learning. Reports of ICT based teaching learning must be submitted in IQAC.
4. Mentor Mentee may be strengthened and every department should ensure the mentor-mentee activities. Circulars pertaining to this have already been issued and mentors must ensure to carry out the activities.
5. Wherever required, remedial classwork must also be carried out and teachers should ensure means to identify the weak and advanced learners. Advanced learners be encouraged to take part in all activities like participation in debates, seminars, competitions etc.

The meeting ended with a vote of thanks proposed by Dr. Irfan Khursheed Shah


Dr. Shabir Hussain Lone
Coordinator IQAC


Prof. (Dr.) Huda Bhat
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Action Taken Report of the IQAC meeting held on 15-04-2024

Apropos to the meeting carried out on 15-04-2024, following action has been taken:

1. Various experiential learnings were carried out by the Departments where in the experiential learning components are in the curriculum. The same reports have been submitted to coordinator criterion 1.
2. Many departments carried out departmental tours/subject tours and reports submitted to coordinator criterion 3.
3. Majority of the departments submitted the requisite information and pending departments were directed to submit the same to the coordinator criterion 1.
4. IQAC took the on-spot inspection of classwork and it was found that teachers were using IFPD boards extensively. The concerned departments have also submitted the reports of ICT Classwork to coordinator criterion 2.
5. Various mentor-mentee activities were carried out and as such reports were submitted by the Concerned Departments. The same have been submitted by concerned to Coordinator Criterion 2

Coordinator IQAC

Principal
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Minutes of IQAC Meeting held on 04-06-2024

Date: 04-06-2024

Time: 2:00 p.m

Venue: Principal Chamber

Agenda of the meeting:-

1. To discuss about the criterion work distributed previously among staff members.
2. Compilation of AQAR Data 2023-2024 by the concerned Coordinators of the criterions.
3. Uploading of AQAR data for the year 2023-2024.
4. Timely submission of AQAR Data for the year 2023-2024

IQAC Members in Attendance:-

1. Prof. Hilal Bakshi
2. Dr. Irfan Khursheed Shah
3. Dr. Mohd Iqbal Malik
4. Prof. Manzoor Ahmad
5. Dr. Huzaifa Pandit
6. Dr. Bilal Ahmad Dar
7. Dr. Shabir Hussain Lone
8. Dr. Bilal Ahmad Sheikh

Other HODS present

1. Prof. Rubaya Sultan
2. Prof. Tazyeen Buchh
3. Prof. Arifat Jan
4. Prof. Redwan Nayeem
5. Prof. Kasira

Minutes Recorded:-

Today on 04-06-2023, a meeting of college IQAC as well as HODs of various departments was held under the Chairmanship of Prof. (Dr.) Huda Galzai in the office chambers of worthy Principal. After a detailed discussion following minutes were recorded:-

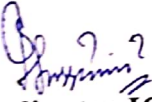



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1. That the AQAR link for the uploading of Data for the year 2023-2024 has been made active.
2. That all HODs must ensure to maintain a close liaison with IQAC, keep their Departmental Files ready and maintain the data and submit to IQAC as and when required.
3. That all committee conveners must ensure to keep their Committee files updated and provide the data to *concerned criterion coordinators*.
4. That all the criterion coordinators shall ensure compilation of AQAR data for the year 2023-2024 and submit the same to Coordinator IQAC by or before 31st July 2024 for analysing, review and compilation.
5. That the Coordinator IQAC, Co-coordinator IQAC shall ensure the AQAR Data submitted by the criterion coordinators be analysed, reviewed and the uploaded on NAAC Portal by or before 31st August without fail.


Coordinator IQAC


Principal
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