

Office Of The Coordinator
Internal Quality Assurance Cell (IQAC)
Govt. Degree College Pampore

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Minutes of meeting:

Chairperson: Prof. Dr. Seema Naz
(Principal)

Convener: Prof. Shah Lateef
(Coordinator IQAC)

Venue: Principal Chamber

dated: 14-06-21

Time: 11:30 AM

Members:

1. Prof. Alam Ara Shah (Coordinator Criterion 1st Curricular Aspects)
2. Prof. Shah Lateef (Coordinator IQAC)

Agenda:

Submission of final draft of Criterion 1st (Curricular aspects) along with all documental proofs.

Minutes:

Prof. Alam Ara, coordinator Criterion 1st discussed her concerned criterion with the chairperson and convener of the meeting and the following minutes of meeting were recorded:

1. That the criterion 1st (Curricular aspects) is having a total weightage of (100) marks/points. The criterion is divided into four key indicators.
2. That for key Indicator 1.1 (curriculum planning and implementation) she has to submit the following documental proofs:
 - A. Academic calendar
 - B. Curriculum transaction and Evaluation plans
 - C. Notices and reports of CIE
 - D. Time tables
 - E. Syllabus completion reports
3. That for the key indicator 1.2 (Academic flexibility), she has to submit following documental proofs:
 - A. Number of programmes in which CBCS/ Elective course system is implemented.
 - B. Number of add on /certificate courses.
4. That for key Indicator 1.3 (curriculum enrichment), she has to submit following documental proofs:
 - A. Courses which addresses the Ethics, gender, Human values and environmental sustainability.
 - B. Total number of courses that include experiential learning.

5. That for the Key indicator 1.4 (feedback system), she has to submit following documental proofs:
 - A. Feedback reports of students, teachers and Alumni.
6. That she has to submit the final draft of her concerned criterion on 24-06-21 with all above mentioned documental proofs.
7. That Prof. Irtiza Rashid has to submit a detailed proposal for starting a four credit Add on/ certificate course in music within one week positively.
8. That all the teaching faculty members have to submit tentative departmental activity calendar, Curriculum Transaction and Evaluation Plans (1st and 6th semesters) and syllabus completion reports of 2nd semester within two days positively through following formats:
 - A. Format for Tentative Departmental activity calendar:

Month	Name of Activity	Participants expected

- B. Format for Curriculum Transaction and Evaluation plan.

Planning of curriculum and co-curricular activities		Use of methods of teaching and strategies	Use of media	Evaluation procedure	Organization of co-curricular activities	Month
Unit	Topics					


Submitted for Approval:

Sd/-
Prof. Shah Lateef
Coordinator IQAC

Approved
