

Office of the Coordinator
Internal Quality Assurance Cell (IQAC)
Govt. Degree College Pampore

gdcpampore.naac20@jk.gov.in
Phone No: 9797982588

Minutes of meeting:

Chairperson: Prof. Dr. Seema Naz
(Principal)

Prof Hilal Ahmad Bakhshi
(NAAC Coordinator)

Prof. Shah Lateef
(Coordinator IQAC)

Venue: Principal Chamber

Dated: 26-07-21

Time: 11:30 AM

Members:-

1. Prof. Alam Ara Shah (Coordinator Criterion 1st)
2. Prof. Manzoor Ahmad Hajam (Cocoordinator Criterion 1st)
3. Prof Aejaz Manzoor (Coordinator Criterion 2nd)
4. Dr. Samiullah Rather (Cocoordinator Criterion 2nd)
5. Dr. Mohd Iqbal Malik (Coordinator Criterion 3rd)
6. Dr. Shabir Hussain Lone (Cocoordinator Criterion 3rd)
7. Mr. Ashiq Hussain Wafayee (Coordinator Criterion 4th)
8. Mr. Zaffar Manzoor (Cocoordinator Criterion 4th)
9. Prof. Aaliya Bashir (Coordinator Criterion 5th)
10. Prof. Lateef Ahmad Shah (Coordinator Criterion 6th)
11. Prof. Hilal Ahmad Bakhshi (Cocoordinator Criterion 6th)
12. Dr Irfan Khursheed Shah (Coordinator Criterion 7th)
13. Prof. Mohd Iqbal Dar (Cocoordinator Criterion 7th)
14. Prof. Dr. Mohammad Tahir Khan (HOD Commerce)
15. Prof Irfan Ahmad (NSS Programme officer)
16. Dr Parvez Ahmad (HOD Urdu)

Agenda: Submission of final draft for all Seven Criteria of NAAC

Today on 26-07-2021, a meeting was convened to assess the process of SSR preparations by all the stakeholders, in view of the forth coming NAAC. All criterias were discussed at length and following minutes were recorded:

A. Criterion 1:

1. That the coordinator criterion 1st shall:

- i) collect the pending academic activity calenders from departments viz., Zoology, Botany, EVS, Mathematics, Geography, History, Arabic and Physical Education ✓
- ii) collect the pending Curriculum Transactions of Ist sem from departments of Zoology, EVS, Mathematics, Psychology, Geography, Arabic, History.
- iii) collect the pending Curriculum Transactions of 6th sem from departments of Psychology, Geography, Arabic, History.
- iv) collect the pending Syllabus completion reports of 2nd Semester for the subjects of Zoology, EVS, Maths, Geography and History.
- v) collect the pending mock test reports from the departments of EVS, Mathematics, Geography, Commerce, Pol. Science (3rd Sem), History, Arabic, Islamic Studies (2nd Sem)
- vi) submit for the key indicator 1.2 (Academic flexibility), the following documental proofs:
 - a) Number of programmes in which CBCS/Elective course system is implemented.
 - b) Number of add on/certificate courses
- vii) submit for the key indicator 1.3 (Curriculum enrichment), the following documental proofs.
 - a) Courses which addresses the Ethics, gender, Human values and environmental sustainability.
 - b) Total number of courses that include experiential learning.

In view of the courses that include experiential learning, it was proposed that departments viz., Geography, EVS, Commerce, Science, Education and Psychology have to carry out field trips necessarily and as soon as possible. All concerned departments shall issue a notice in this regard to accomplish the said activity in due course of time.

Besides the pending assignments for Criterion 1, the coordinator (Criterion 1) shall submit the completely filled in Draft SSR as per the data templates (page 134-137 on SSR manual) required both in soft and hard format, along with all relevant documental proofs by or before 02-08-2021.

120

B. Criterion 2:-

1. That the coordinator criterion 2 shall:
 - i) give detailed information and submit documental support about number of seats earmarked for reserved category as per GOI rules/State Govt rules. Dr. Parvez to assist in this regard.
 - ii) submit the subject wise student teacher ratio year wise pending two years.
 - iii) submit the details of teachers during the last five years.
 - iv) submit the details of average percentage of full time teachers with PhD for last five years.
 - v) submit the course outcomes for pending subjects.

Besides the deficiencies listed above for Criterion 2, the coordinator (Criterion 2) shall submit the completely filled in Draft SSR as per the data templates (page 137-138 on SSR manual) required both in soft and hard format, along with all relevant documental proofs by or before 02-08-2021.

C. Criterion 3:-

1. ***That that coordinator criterion 3rd shall submit the completely filled in Draft SSR as per the data templates (pages 139-141 on SSR manual) required both in soft and hard format, along with all relevant documental proofs by or before 02-08-2021.***

It was also stressed upon the NSS WING of GDC Pampore to ensure visit to villages like Gundbal, Androosa etc to sensitize the local population about girl education

D. Criterion 4:-

1. That the coordinator criterion 4 shall:
 - i) prepare the percentage of classrooms and seminar halls with ICT enabled facilities such as smart class, LMS, etc
 - ii) submit average percentage of expenditure excluding salary, for infrastructure augmentation during last 5 years.
 - iii) work for full automation of Library through ILMS
 - iv) submit student-computer ratio for the latest completed academic year.
 - v) submit ass'y of 500 words for the updateion of IT facilities including wifi.
 - vi) submit proposal for the media center for development of e-content.

Besides the deficiencies listed above for Criterion 4, the coordinator (Criterion 4) shall submit the completely filled in Draft SSR as per the data templates (pages 141-144 on SSR Manual) required both in soft and hard format, along with all relevant documental proofs by or before 02-08-2021.

E. Criterion 5:-

1. That the coordinator criterion 5 shall:

- i) collect the details of the students benefitted by the scholarships provided by the Govt as well as the institution during the last 5 years
- ii) submit the average details of the percentage of students benefitted by the guidance for competitive examinations and career counselling offered by the institution during last 5 years.
- iii) Conduct an online alumni meet.
- iv) write letter to the deans of various universities like, Kashmir University, Cluster University; IUST, Central University of Kashmir for student progression.
- v) submit the details of college students who have qualified, state, national and international exams during last 5 years
- vi) Carry out the election for choosing Head boy and Head girl of the students presidium.
- vii) submit the cultural and sports activities carried out by the institution for the last 5 years.

Also Prof. Irfan Ahmad Bhat shall assist Prof Aaliya Bashir in compiling this criterion in the capacity of Cooordinator. Besides the deficiencies listed above for Criterion 5, the coordinator (Criterion 5) shall submit the completely filled in Draft SSR as per the data templates (pages 144-146 on SSR manual) required both in soft and hard format, along with all relevant documental proofs by or before 02-08-2021.

F. Criterion 6:-

1. That the coordinator criterion 6 shall:

- i) Ensure internal audit to be done on 3rd August, to be done through an expert auditor assisted by our staff members, Prof. Dr. Muhammad Tahir Khan, Prof. Manzoor Ahmad Hajam and Mr Arshid Ahmad
- ii) Ensure to circulate the SLI form among all faculty members for completion of Insurance formalities. *ESI*

Besides these two suggestions listed above for Criterion 6, the coordinator (Criterion 6) shall submit the completely filled in Draft SSR as per the data templates (pages 146-148 on SSR manual) required both in soft and hard format, along with all relevant documental proofs by or before 02-08-2021.

G. Criterion 7:-

1. That the coordinator criterion 7 shall:

- i) for the Key Indicator 7.1 submit the details of the gender equity programme organized by the institution year wise during last five years
- ii) describe the gender equity initiatives undertaken by the Institution on the areas of safety and security, counseling and common room within a maximum of 500 words each.
- iii)X nominate one pre- fabricated hut as girls common room and ensure reading material, sports material and drinking water facility in it.
- iv) submit the details of power requirement of the institution met by renewable energy sources.
- v) submit the details of annual power requirement met through LED bulbs for the current year.
- vi) go for an energy audit and submit the detailed report by or before 23rd August 2021.
- vii) submit proposal for water and solar energy harvesting.
- viii) ensure installation of LED bulbs and sensor based lights in the institution.
- ix) describe the efforts towards solid waste management, liquid waste management and E- waste management on campus within a maximum of 500 words.
- x) describe the efforts towards rain water harvesting on campus within a maximum of 500 words.
- xi) describe the efforts towards green practices in campus within a maximum of 500 words. In this direction the coordinator was stressed upon to write a letter to Agricultural Department of Pulwama for installation of green house/vermicompost etc
- xii) submit a detailed report of total expenditure on green initiatives and waste management excluding salary component year wise during last five years.
- xiii) ensure the development of fish pond in the campus.
- xiv) go for green audit and submit its report.
- xv) submit the details of differentially abled friendliness resources available in the institution.
- xvi) submit a report on the number of the specific initiatives to address locational advantages and disadvantages during last five years.
- xvii) submit a detailed report on number of initiatives taken to engage with and contribute to local community during the last five years.
- xviii) organize various activities to increase consciousness about national identities and symbols
- xix) submit a detailed proposal for starting a course on Human Values and professional ethics.
- xx) submit a detailed report on activities conducted for the promotion of universal values.

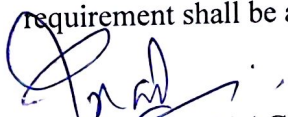
- xxi) submit report on the efforts of the institution in organizing national festivals and birth/ death anniversaries of the great Indian personalities.
- xxii) describe the efforts of the institution towards maintenance of complete transparency in its financial, academic, administrative and auxiliary functions within a maximum of 500 words.
- xxiii) take up MOU with state pollution control board
- xxiv) describe two best practices successfully implemented by the institution as per NAAC format.

The coordinator criterion 7 shall submit the proposals and requisitions to the worthy chair as soon as possible to ensure proper implementation of these practices.

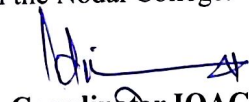
Besides the above deficiencies, for Criterion 7, the coordinator (Criterion 7) shall submit the completely filled in Draft SSR as per the data templates required both in soft and hard format, along with all relevant documental proofs by or before 02-08-2021.

During the meeting it was decided that NAAC Coordinator and IQAC coordinator and Head, Department of Chemistry, shall ensure day night working right from today for the successful uploading of SSR in due course of time. They shall be assisted by Mr. Shahnawaz (IT assistant) and Mr Nisar Ahmad Rather (orderly). Since it will also involve the time beyond working hours, it was decided to pay honorarium to both Mr Shahnawaz and Mr. Nisar Ahmad for working beyond the office hours and on holidays and Sundays.

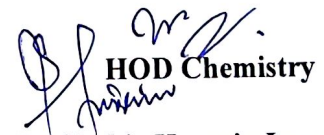
Since the IQAC Coordinator and Head Department of Chemistry has been assigned the job of preparation and submission of SSR, they shall be spared exclusively for this work. The classes assigned shall be given to the academic arrangement faculty for which requirement shall be asked from the Nodal College.


Coordinator NAAC

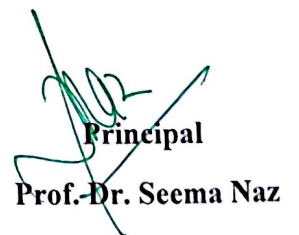
Prof. Hilal Ahmad Bakhshi


Coordinator IQAC

Prof Shah Lateef


HOD Chemistry

Dr Shabir Hussain Lone


Principal
Prof.-Dr. Seema Naz

No:GDC/PMP/021 / 2737

Dated: 27-07-21