

Office of the IQAC Co-ordinator GDC Surankote

Notice












A meeting of all staff members and members of IQAC has been scheduled to be held on 09/10/2021.

Agenda: To take out the progress made in SSR and other allied issues with respect to preparation for NAAC.

All the staff members are requested to attend the same.



(Prof Sarshad Hussain)
Coordinator IQAC

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IQAC GDC Surankote

Minutes of Meeting

A meeting of IQAC members and staff of the college held on 09-10-2021 under the supervision of Prof. Sarshad Hussain, Convener IQAC in the office of IQAC

Agenda of Meeting: To discuss the progress made with respect to preparation of SSR and other allied issues.

Points Discussed and finalised:

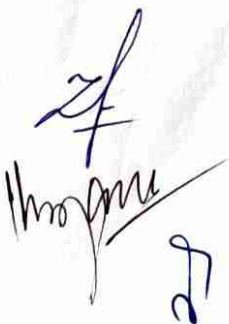
Following points were discussed and finalised unanimously:

- 1. Brainstorming Session about NAAC preparation.** It was decided that a brainstorming session about preparation of NAAC shall be held by IQAC on 11/10/2021 in IQAC where videos and photographs of the NAAC PEER TEAM VISIT and Preparation of the NAAC accredited institutions shall be displayed and discussed.
It was also pointed out by ANO that he along with NCC cadets are going on NCC camp from 10/10/2021. So it was finalised that a separate session of NCC cadets shall be scheduled on their return from camp.
- 2. Visit to NAAC accredited institution.** It was pointed out that in IQAC meeting held earlier, Co-opted member Prof (Dr.) Mohd Zaman and later in a separate meeting Worthy Commissioner Secretary Higher Education had suggested for arranging a visit of staff to any nearby NAAC accredited institution so as to make their mind in the line of preparation for inspection. So it was decided that we shall plan our visit to **GDC Mendhar** which is nearest and recently accredited institution in our vicinity. The date of same shall be finalised in consultation with administration of GDC Mendhar.
- 3. SSR preparation and Criterion wise presentation:** It was decided that all criterion incharge shall submit the duly filled criterion along with proof before **30th of october 2021**. It was also decided that each criterion incharge shall present his/her criterion before the staff in the **first week of November**.
- 4. Website Updation.** Dr. Naseer was given the responsibility of updation of institution website with respect to NAAC requirement. Convener IQAC told that he has already communicated the necessary changes to be made. So it was decided that updation process shall be speeded up.
- 5. Shifting of IQAC, Women Development Cell and Creation of Girls Common Room.** It was pointed out that soon after shifting of college to its own campus in 2018, setting up of various sub-offices and other

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student support system remain halted due to Covid-19 pandemic. Now it is decided that:

- IQAC shall be finally set up in administrative block and it shall be IQAC cum Staff Room.
 - Women Development Cell shall be shifted to administrative block near library. The same room shall also be used as Female Staff Room.
 - Room vacated by IQAC from academic block shall be used by Geography department as second lab.
 - Room vacated by Women Development Cell from academic block shall be made available to set up NSS after making internal adjustment of department.
 - Accordingly Girls Common Room shall be made available after internal adjustment of departments by clubbing.
6. **Library.** It was pointed out that subscription of e-resources like e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources is an important metric of SSR (4.2.2). Library committee was asked to go ahead for same as the grant is already available for same.
As we have indicated in SSR that the books are arranged in the library as per DDC method, so all staff members are requested to arrange the books in library title wise and then make the list.
7. **Purchase.** It was pointed out that purchase of following items is urgent and must be done well in time.
- All in one computer for IQAC and other (approval already given)
 - Trolley for inverters (approval already given)
 - Double Battery Inverters (approval already given)
 - Lab material for zoology (approval already given)
 - Water purifier (approval already given)
 - Honour Board (approval already given)
 - Wheel Chair (approval already given)
 - Roles of Door Mat for front of both the building
 - Fire Extinguisher
 - Magazine Rack for Library.
 - WiFi routers
 - Notice Board for departments.
 - Floor Mounted Water Dispenser
 - Complaint Box
 - Student Honour Board
 - Faculty Position (Teaching and Non-Teaching)
 - Building Plan











- Acrylic Table Plates
- Thermoses for drinking water (four in nos)

Buyer of purchase committee shall be asked to speed up the process.

For the items in which approval is not given, purchase committee should determine the quantity and proceed for same

8. To be designed and prepared. Keeping in view the requirement of criterion seven following sign boards and display boards are required to be prepared:

- Hanging Name Plates
- Display Boards and Sign Boards (Dos Dont's, Anti-Sexual Harassment Committee, Grievance Redressal Committee, Student Satisfaction Survey board as required by NAAC, ban on Use of Polythene, Administrative Block, Academic Block, Library Block, Auditorium, Science Block, Arts Block etc)
- Board for College Name to be fixed on Road.
- Writing of College Name on Main entrance of both the building.
- Important Quotations and portrait of famous academicians, revolutionist, historian, scientists etc. for fixing on gallery.
- All the department/units shall prepare a flex banner showing their activities which shall be displayed.

9. Sports. It was pointed out that sports facilities are required to be created. Ground development is required to be speeded up. Sports in charge Prof Zahied is asked to furnish the detail of sports activity conducted so far to IQAC within two days. In addition board depicting names of sports fields shall also be prepared and installed in ground.

10. Creation of Chambers by Partitioning.

It was pointed out that all the departments and various important cells are required to give space for working. DPRs have already been prepared which are required to be approved from Higher Education Department. As such chair is requested to proceed in this matter.

11. Face Lifting.

It was pointed out that paint and putty on wall of college has been damaged over the year. So it is recommended that DPRs be prepared and submitted to Higher Education for approval.

12. Maintenance of Stock Register. Mr. Nissar Ahmed and Mahmood Ahmed have been asked to finalise the stock register before 10th of Nov., so that verification can be completed.

13. Requirement For Furniture. Purchase of some furniture is required for setting up of IQAC and other departments. Detail has already been prepared in College Purchase Committee meeting Dated 23/08/2021 (Copy attached). It is therefore recommended that grant for Furniture





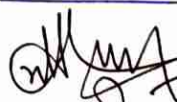

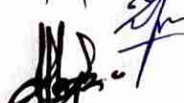


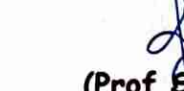
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be sought from Higher education Department for furniture or some essential items be purchased from local fund after observing codal formalities. Items required under furniture are as mentioned below:

- Executive chairs
- Executive Tables
- Table Top
- Centre Tables.

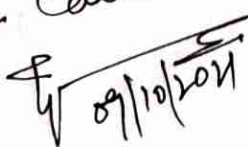
The above discussed points along with recommendations are hereby tit over to worthy Principal sb for approval and necessary action.

Members Present in the Meeting

- | | | |
|-----------------------------|-------------------------------|--|
| 1. Dr. Wajahat Hussain, | Senior Administrative Officer | |
| 2. Dr. Mussarat Jabeen | Members |  |
| 3. Dr. Khalil Ahmed | -do- |  |
| 4. Dr. Pervaiz Hussain | -do- |  |
| 5. Dr. M. Ashfaq | -do- |  |
| 5. Prof. Khaleeq Ahmed | -do- |  |
| 6. Dr. Naseer Ahmed | -do- |  |
| 7. Ms. Aafia Zaman | -do- |  |
| 8. Mr. Zahied Sharief | -do- |  |
| 9. Mr. Raiz Ahmed | -do- |  |
| 10. Mr. Waseem-Ul-Haq | -do- |  |




(Prof Farshad Hussain)
Coordinator IQAC

Approved as recommended
by IQAC Committee.

09/10/2021