





Office of the IQAC Co-Ordinator GDC Surankote

MINUTES OF MEETING

HELD ON 04MAY, 2018 AT 1.00 P.M

A meeting was convened by Prof. Wajahat Hussain, Co-Ordinator IQAC, in his office of IQAC on 04th of May, 2018 at 1.00 p.m to discuss the Agenda items.

Attendees: The following members attended the meeting.

S.No	Name of the Staff Member	Signature
1.	Dr. MussaratJabeen	
2.	Dr. Pervaiz Hussain	
3.	Mr. Khaleeq Ahmed	
4.	Mr. Naseer Ahmed	

Absentees: The following member(s) could not attend the meeting due to his/her/their pre-occupation and prior commitment/ non-availability on account of leave.

S.No	Name of the Staff Member
1	Dr.Dr. Abdul Razaq, Assistant Professor of Urdu

1. **Commencement of meeting:**

The meeting was declared open by the IQAC Co-Ordinator at 1.10 p.m.

2. **Opening remarks:**

At the very outset of the meeting, the IQAC Co-Ordinator welcomed all the staff members for attending the meeting.

3. **Discussions/Comments on Agenda of meeting:**

The agenda items were taken for discussion. A threadbare discussion was held among all the staff members and the following decisions were taken unanimously. Their views, comments and responses are summarized below.

4. **Minutes of the meeting:**

On the basis of the views, comments and responses of the staff members, the minutes of meeting are recorded as follows.

Agenda item 1.(To prepare college prospects for the academic session 2018-19)

Prospectus of the institution is a healthy and quality practice. It was decided that as per past practice it shall also be prepared for this session. Hence recommended for necessary steps by the chair.

Agenda item 2.(To create college website)





It was pointed out by all the members that college website is a prerequisite for NAAC accreditation. So recommended for necessary steps to be taken by the chair in this regard.

1. Recommendations and confirmations of minutes of meeting :

Prof. Khaleeq Ahmed read the minutes of the meeting and passed on these minutes to the staff members for their further comments, if any. No further comments were received.

All the staff members accepted and confirmed the minutes of the meeting and recommended these minutes of meeting for approval.




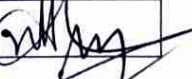
Members of IQAC Committee

S.No	Name	Designation	Signature
1	Dr. MussaratJabeen	Member	
2	Dr. Pervaiz Hussain	Member	
3	Mr. Khaleeq Ahmed	Member	
4	Mr. Naseer Ahmed	Member	

2. Approval of minutes of meeting:

In pursuance to the discussions of the staff members on the agenda items and their recommendations for the approval of these minutes of the meeting held today, 04th of May, 2018, the minutes of meeting are approved as read.

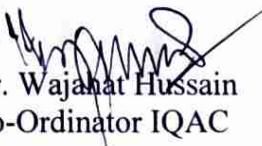
3. Members of IQAC Committee

Sl.No	Name	Designation	Signature
1	Dr. MussaratJabeen	Member	
2	Dr. Pervaiz Hussain	Member	
3	Mr. Khaleeq Ahmed	Member	
4	Mr. Naseer Ahmed	Member	

4. Termination of meeting:

The meeting ended at 2.00 p.m with a vote of by Dr. MussaratJabeen.

The Co-Ordinator thanked all the staff members for their healthy discussion and cooperation.


Dr. Wajarat Hussain
Co-Ordinator IQAC