




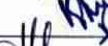

# Office of the IQAC Co-Ordinator GDC Surankote

## MINUTES OF MEETING

HELD ON 26 DECEMBER, 2018 AT 1.00 P.M

A meeting was convened by Prof. Wajahat Hussain, Co-Ordinator IQAC, in his office of IQAC on 26<sup>TH</sup> of December, 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. Mussarat Jabeen	
2.	Dr. Abdul Razaq	
3.	Dr. Pervaiz Hussain	
4.	Mr. Khaleeq Ahmed	
5.	Mr. Naseer Ahmed	

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 implement the decisions taken in the meeting of the commissioner/secretary to Govt. Higher Education Dept. on 20-12-2018.)**

In pursuance to letter No: HE/PS/CS/2018-19/1990 dated 20-12-2018. Issued by Commissioner/Secretary Higher Education Department J&K Govt. the conveners/members of admission committees of 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semesters for the session 2019-20 are required to collect Form 06 of election commission from each student who has not been registered earlier. In addition two ambassadors (1 male and 1 female) for the enrollment of at least 50 students in each class are also required to be selected. Therefore it is recommended that necessary directions be issued by chair in this matter at earliest.

**Agenda item 2. (To discuss issue regarding inauguration of newly constructed Buildings of the College)**

In order to prepare for inauguration of newly constructed college building all the members recommended that the cleanliness drive in the newly campus may be initiated at the earliest for inauguration.

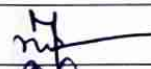
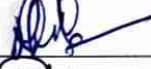


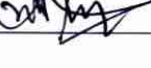
It has been decided that the services of local fund employees may be utilized in the winter vacation to conduct the cleanliness drive of the college buildings of the new campus. Furthermore, the furniture and other items may be shifted from old campus to the new campus by hiring local vehicles during the winter vacation.

**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. Abdul Razaq	Member	
3	Dr. Pervaiz Hussain	Member	
4	Mr. Khaleeq Ahmed	Member	
5	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, 26<sup>TH</sup> of December, 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. Abdul Razaq	Member	
3	Dr. Pervaiz Hussain	Member	
4	Mr. Khaleeq Ahmed	Member	
5	Mr. Naseer Ahmed	Member	

**4. Termination of meeting:**

The meeting ended at 2.30p.m with a vote of by Dr. MussaratJabeen.

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

  
Dr. Wajahat Hussain  
Co-Ordinator IQAC