

## Office of the IQAC Co-ordinator GDC Surankote Notice Dated 02/08/2021

Through this notice opinions of all faculty members (teaching as well non-teaching) are invited to conduct an offline meeting in the college on 06/08/2021 between 10:30 AM to 1:00PM. Agenda of the meeting are as follows:

1. To discuss the progress with respect to the criterion allotted.
2. To take feedback of the completion and submission of Course Outcomes.
3. To finalise three dates as asked by Higher Education i.e date of Registration of institution on NAAC web portal, Date of submission of IIQA and date of submission of SSR.

Your opinions are invited with respect to the date of meeting as the meeting minutes and attendance are required to be communicated to higher education as fortnightly report about NAAC accreditation process. Hence presence of every member is important. We can change the date but cannot show absence of any staff member.

Sd/  
(Prof Sarshad Hussain)  
Co-ordinator IQAC

Noted for compliance

1. Hussain

2. Prof. Syed Sajjad Hussain

3. Zahid Sharief

9) Hafiz Anjia Zaman

4. Khaleel Ahmed

10) Dr. Mushtaq Jusu

5. Dr. Nasser Ahmed

6) Dr. Khalil Ahmed

7) Raiz Ahmed

8) Waseem ul Haq


## Office of the IQAC Co-ordinator GDC Surankote Notice Dated 04/08/2021

As agreed upon by all the staff members through this notice dated 02/08/2021 all faculty members (teaching as well non-teaching) are invited to attend an offline meeting in the college on 06/08/2021 between 10:30 AM to 1:00PM.

Agenda of the meeting are as follows:


1. To discuss the progress with respect to the criterion allotted.
2. To take feedback of the completion and submission of Course Outcomes.
3. To finalise three dates as asked by Higher Education i.e date of Registration of institution on NAAC web portal, Date of submission of IIQA and date of submission of SSR.
4. To introduce e-governance in admission.
5. Any other matter as arised

  
(Prof Sarshad Hussain)  
Co-ordinator IQAC

Noted for Compliance  
1.  Dr. Syed Sajid Hussain

2.  Zahid Sharif

3.  Khaleeq Ahmad

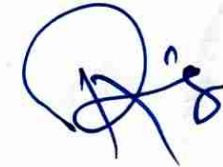

4.  Dr. Naseer Ahmed

5.  Dr. Khalil Ahmed

6.  Raiz Ahmed.

7.  Wassam ul Haq.

8.  Aafia Zaman


  
9.  Dr. Mussant

# IQAC GDC Surankote

## Minutes of Meeting

A meeting of IQAC members and staff of the college held on 06-08-2021 under the supervision of Prof. Sarshad Hussain, Convener IQAC to discuss the outcome of workshop on SSR held by the IQAC from 25<sup>th</sup> of July to 31<sup>st</sup> of July 2021. Criteria-wise and matrices-wise deliberations were made during the workshop and following requirements prompted out with respect to the work to be done in the college for getting it NAAC accredited as directed in Govt Order No:- 225-JK(HE) of 2021, Dated 07-07-2021.

- A. NAAC require data for previous five years. This institution has shifted in its new building only three years back. Owing to its working in mere four rooms in Govt. Hr. Sec School Surankote prior to 2018 most of the extracurricular and extension activities which are holding considerable weightage in SSR key indicators were not carried out. Science stream has been started in 2018 only. NCC was introduced in 2019. After 2019 COVID-19 has taken a considerable period into a non-activity period. Hence not much is expected to be gained through accreditation. **It is therefore more convinient to plan for its accreditation in next 2 years.** Therefore this may be communicated to higher education for necessary directions in this regard.
- B. It was further pointed out that, at present this institution has the following requirement for fullfilling the need of some key indicators of SSR.
1. Various committees are required to be reframed for the coming session in order to assure the decentralised and participative working culture in the institution.
  - ✓2. An **academic calendar** is required to be prepared and **displayed on website** indicating activities to be carried out in the session.
  - ✓3. **Programme outcomes, programme specific outcomes and course outcomes** are required to be displayed on website.
  - ✓4. A **policy document is to be framed separately by examination committee** depicting the ways and methods in which students shall be assessed and their grievance shall be redressed. It shall also be displayed on the website.
  - ✓5. In coming session **add on courses/diploma courses** are required to be introduced.
- (Ref. Key Indicator 1.1 & 1.2).
6. **Year wise feedback form all its stakeholders i.e students, employer, employee and alumni** need to be collected, analysed and



action taken report along with feedback shall be displayed on website.

(Ref. Key Indicator 1.4)

7. The student learning levels is required to be assessed and special programmes are required to be chalked out for advanced learners and slow learners.

(Ref. Key Indicator 2.1.2 & 2.2.1).

8. Awards/recognition for its extension activities of the institutions are to be taken.

(Ref. Key Indicator 3.3)

9. Space is required to be provided for depicting cultural activities, sports, games (indoor, outdoor), gymnasium and yoga centre.
10. ICT- enabled smart classrooms, IQAC, laboratories are required to be installed with inverter power backup which we have already purchased.
11. Use of Learning Management System (LMS) software application such as MOODLE (an open source software) for the administration, documentation, tracking, reporting and delivery of educational courses or training Programmes is required to be worked out.
12. Automation of library is to be done using Integrated Library Management System (ILMS).
13. Subscription of e-resources like e-Journals, e-Shodh Sindhu, Shodhganga Membership, e-books, Remote access to e-resources.
14. Campus is required to provided with adequate internet bandwidth and WiFi facility in the campus. (Ref. Criterion 4).
15. Financial Aid Committee is required to be framed which shall identify and provide financial aid from the college as per norms to the needy students. (Ref. Key Indicator 5.1.2).
16. A Grievance Redressal Cell is required to be established for timely redressal of student grievances including sexual harassment and ragging cases. Banner or display boards are required to be prepared and installed in the campus depicting the Dos & Dons, names and contact numbers of committee. (Ref. Key Indicator 5.1.5).
17. Subject wise information is required to be collected with respect to student progression to higher education including PG, M.Phil, PhD, Post-doctoral and qualifying NET, GATE, SLET etc. (Ref. Key Indicator 5.2.2 & 5.2.3).
18. Alumni association is required to be activated and their contribution in terms of both financial and non-financial matters is needed. A separate account of Alumni is required to be opened










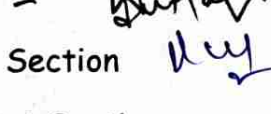
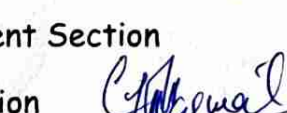


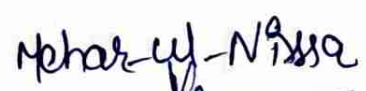




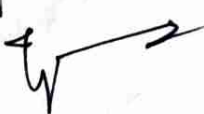
where they can contribute financially. (Ref. Key Indicator 5.4.1 & 5.4.2).

19. Vision Mission Statement is required to be printed and displayed on various sites.
20. e-governance is required in admission.
21. **Welfare mechanism** for teaching and non-teaching staff is required to be devised.
22. Mechanism of financial support to its staff for undergoing faculty development programmes outside the institution is required to be devised.
23. Internal audits are required to be conducted.
24. In gender equity issue Creation of girls common room, A female attendant, installation of CCTV surveillance and setting up of setting up of **women development** cell is required.
25. Donation from non-government bodies, individuals, philanthropers is required to be set up.(Ref. Key Indicator of Criterion 6 and 7.1.1)
26. Installation of Solar energy plant is required.(Ref. Key Indicator 7.1.2)
27. For managing waste **Vermicompost** is required to be installed, MoU with Municipality, installation of dustbins is required. (Ref. Key Indicator 7.1.3)
28. For Water Conservation, **Rain water harvesting**, A **kaccha tank/pond** can be made for recharging the groundwater are required to be installed. (Ref. Key Indicator 7.1.4).
29. For **Green Campus** Pedestrian-friendly pathways, landscaping of the campus along with plantation of trees, boundary wall are needed (Ref. Key Indicator 7.1.5).
30. Quality audits on environment and energy are requires. (Ref. Key Indicator 7.1.6).
31. For **Disabled-friendly**, **barrier free environment** display boards and signposts, building plan, staff position, hanging plates at the doors of rooms, wheel chairs are required. In addition a policy document **towards the extended support to the especially abled persons shall be displayed on website and be incorporated into information bulletin.** (Ref. Key Indicator 7.1.7).
32. For depicting the departments, where rooms are not available, **free spaces in corridors and corners of the building are required to be partitioned with aluminium partitioning** for making chambers in order to provide working space for department and different cells.
33. College canteen and college bus are required to be operational.

Meeting ended with the note that higher education department be approached for sanctioning of grants required to create infrastructure beside constitution of committees undertaking the works to be done at institutional level.

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. 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- 
11. Mahmood Ahmed Incharge Accounts Section 
12. Nissar Ahmed, Incharge Establishment Section
13. Shoket Ali, Incharge Computer Section 
14. Adv. Waseem Bukhari (7006151004), 1<sup>st</sup> Batch Alumni 
15. Mr. Samiullah Representative Boys
16. Mehr-Ul-Nissa Representative Girls 
17. Dr. Mohd Zaman, Rtd. Prinicipal Co-opted member (Civil Society) 
18. Prof. Shabir Hussain Shah, Rtd. Prinicipal -do- 

Approved.  


  
(Prof Sarshad Hussain)  
Co-ordinator IQAC