IQAC MINUTES OF THE MEETING

Two meetings of IQAC committee were held on 27th and 30th of May 2022 under the chairmanship of Principal GDC Beerwah. During these meetings status of IQAC was examined and the progress on the submission of AQAR was evaluated. During the meetings following points were highlighted and future course of action was set in place.

1. **The college needs to submit 2020-21 and 2022-22 AQAR report at the earliest.**

2. **Teacher participation** in different activities is not well captured in the college, hence the yearly information needs to be collected and maintained as soft copy – curriculum development, assessment, academic council/BoS, setting of question papers, assessment /evaluation etc. The responsibility for monitoring and documenting such lies with AQAR in-charge component – 2 (Teaching, Learning and Evaluation).

3. Since we have 2 credits of internal assessment for the students, all **departments should incorporate aspects of project work/field work/internships** as part of it. The responsibility for monitoring and documenting such lies with AQAR in-charge component – 2 (Teaching, Learning and Evaluation).

4. **Placement drives** have not happened in the college in recent past, therefore the Placement and Career Counseling Cell/Committee should tie-up with all possible relevant institutions for organizing such drives, at least 1 in a year. An urgent meeting in this regard should be held with the principal. The responsibility for monitoring and documenting such lies with AQAR in-charge component – 5 (Student support and progression).

5. All the **departments should make their students to participate in local and state level (online and physical presence based), and national and international (online) competitions** and help them in preparing for such. Every year at least 2 such participations should be reported by every department along with positions and awards received by the students. The responsibility for monitoring and documenting such lies with AQAR in-charge component – 5 (Student support and progression).

6. **Parent-teacher meetings** have not happened due to COVID19 lockdown, hence they need to be arranged on a continuous basis (at least twice in a year). One such meeting should be held before the 10th of June 2022. The responsibility for organizing such is given to

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Academic Monitoring Committee. The responsibility for monitoring such lies with AQAR in-charge component – 6 (Governance, Leadership and Management).

7. Due to COVID19 lockdown the engagement with the **Alumni Association** has remained limited; hence it needs to be revived. Responsibility for organizing such is given to the local and senior faculty members Dr. Sajjad Hussain Rather and Dr. Mudasir Rashid Banday. The support, monitoring and reporting responsibility of such lies with AQAR in-charge component – 5 (Student Support and Progression). The agenda is to organize one alumni meeting before 15th of June 2022, raise financial contributions, other contribution (guest lecturers etc), establish governance body of the Alumni Association, and prepare documents for registration of body under Trust or Societies Registration Act. Opening of an Alumni Association bank account. Alumni Association status and activities should also get reflected on the website with support from Prof. Mohd Iqbal.

8. **Effective welfare measures for teaching and non-teaching staff** such as support for participating in induction programs, attending conferences, workshops, seminars, membership fee for participation in professional bodies etc., is not comprehensive in the institute. Such should be incorporated in the system. College administration, along with Advisory Committee should have a meeting with the principal to have clarity on the matter and settle it down for future. The responsibility for monitoring such lies with AQAR in-charge component – 6 (Governance, Leadership and Management).

9. The **village adopted by the college** has not been visits for some time due to COVID19, hence a visit needs to be made. Also if possible one more village should be adopted. Before 10th of June 2022 one awareness camp and/or cleanliness drive should be held. The responsibility for arranging this is given to NSS team. The responsibility for monitoring lies with respective AQAR component – 3 (research and innovation and extension) In-charge.

10. **Programs in collaboration with Red Cross/Youth Red Cross, Swachh Bharat, and on Aids Awareness, gender awareness** etc., at least one program in each year needs to be organized by NSS team. The responsibility for monitoring lies with respective AQAR component – 3 (research and innovation and extension) In-charge.

11. The school which has been adopted recently also needs to be visited with proper proof of the activity being conducted in the school. The responsibility for this is give to the NSS. The responsibility for monitoring lies with respective AQAR component – 3 (research and innovation and extension) In-charge.

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12. Grievance redresser system of the college is weak and needs to be strengthened. College receives and addresses grievances on regular basis but its documentation system needs to be upgraded. Hence an action plan is recommended as – establishing online grievance receiving system, with updates on action taken, and redressal. Online grievance system should be given the first priority. Offline grievances should be accepted through proper application, and records should be maintained – date of receiving, nature, action, and closing. The responsibility for such is given to the Grievance Redresser Committee, with technical support from Prof. Mohd. Iqbal. Student related components of key attention are – ragging, harassment, admission, class work, examinations. The responsibility for monitoring such lies with AQAR components -5 (Student support and progression) in-charge

13. The grievance redresser committee needs to organize one program every year on code of conduct and document it well. One such program should be organized before 15th of June 2022 by Grievance Redresser Committee. The responsibility for monitoring such lies with AQAR in-charge component – 7 (Institutional Values and Best Practices).

14. The college doesn't have a well established system of recording student progression – those students who have passed out of the college. Hence a format will be given to the administration department Mr. Gh. Mohammad Loan for maintaining it on daily basis. The data has to be maintained in computer as a soft copy. The responsibility for monitoring such data lies with AQAR components -5 (Student support and progression) in-charge.

15. All department HODs should get in touch with the students who have completed the college and check how many have qualified – SET/NET/JRF or any other competitive exam, or got settled in any job in 2020-21, 2021-22, and provide same to in-charge component- 5 before 10th of June. The responsibility for monitoring such data lies with AQAR components -5 (Student support and progression) in-charge.

16. Every department is directed to establish at least one collaboration, and sign one MOU with relevant institutions, CSOs, industries etc. Every year there should be at least one active collaboration and MOU in each department. The responsibility for monitoring and compiling this data lies with respective AQAR component – 3 (research and innovation and extension) In-charge.

17. Students Council should be nominated and included as part of academic and administrative bodies. For all the academic and administration related committees, student body representation should be reflected. Staff secretary has the responsibility to take it on in

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consultation with the relevant college committee and incorporated it before 10th of June 2022. The responsibility for monitoring such data lies with AQAR components -5 (Student support and progression) in-charge.

18. Research achievements and publication of staff on academic arrangement should be collected and incorporated into AQAR. For previous years 2020-21, 2021-22 as well for the current year they should be collected by contacting the respective staff members. The responsibility for such lies with in-charge AQAR component – 3 (research and innovation and extension).

19. All the departments should organize special programs for advanced learning of students – career counseling, coaching, provision of material, guidance for competitive etc, and document it properly. Responsibility for monitoring and data capturing lies with AQAR component-2 in-charge (teaching learning and evaluation).

20. Teacher, parent and student satisfaction survey need to be conducted comprehensively every year keeping into account AQAR guidelines, including for previous years, if missing. Responsibility for doing such lies with AQAR component -1 (Curricular aspects) in-charge.

21. All the departments should make efforts to engage with various government bodies and get awards for the college. Responsibility for monitoring such lies with AQAR in-charge component – 3 (research and innovation and extension).

22. Automated Library Management System (ILMS) is being reported as partially complete in last two AQAR reports, for 2020-21 the status needs to change. The librarian is requested to take the issue on with principal at the earliest. Responsibility for monitoring such lies with AQAR in-charge component – 4 (Infrastructure and Learning Resources).

23. Per day usage of library and number of teachers and students using library data needs to be maintained on daily basis and a soft report prepared on monthly basis. The responsibility for monitoring such lies with AQAR in-charge component – 4 (Infrastructure and Learning Resources).

24. All the departments should organize capacity building programs for students in their respective subjects, at least 1 in every year. Some of the areas where all students can participate include – soft skills, language, communication skills, life skills (yoga, health, hygiene, ICT/computer). Before 15th of June one program should be organized on ICT/computer – Computer Science Department, communication skills – English

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Department, and language – Kashmiri/Arabic Departments. Responsibility for monitoring such lies with AQAR in-charge component – 5 (Student Support and Progression).
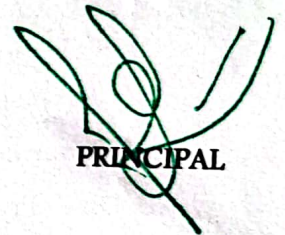
25. Aspects of green energy, green campus, solar energy, energy saving, water conservation, environmental audit, landscape with trees and plantation, including programs on environmental sustainability need to be well documented. Responsibility for establishing/organizing such systems lies with the Department of Environmental Science, Water Management, and Botany (landscape, tree plantation and beautification) along with relevant college committees and groups. The monitoring lies with in-charge AQAR component-7 (Institutional Values and Best Practices).

26. For the admission of upcoming batches college has to move to online form and fee submission through college website. This will provide an easily available data base and will save a lot of time. Administration, and Admission Committee should discuss it further with the principal along with Computer Science Department and college IT cell for technical support. Responsibility for monitoring such lies with AQAR in-charge component – 2 (Teaching, Learning and Evaluation).

27. The internal financial audit and administrative audit of the college has not happened. Internal audit committee is requested to initiate the same for current and previous years. The responsibility for monitoring such lies with AQAR in-charge component – 6 (Governance, Leadership and Management).

28. Disability friendly environment of the college needs to be monitored and documented such as barrier free environment, ramps, lifts, easy access to classrooms, washrooms, signage, tactile path, lights, display boards and signposts, assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment, provision for enquiry and information, human assistance, reader, scribe, softcopies of reading material, and screen reading. The responsibility for monitoring and reporting such lies with AQAR in-charge component – 7 (Institutional Values and Best Practices).

All the in-charges of AQAR Components, College Administration, Committee Conveners, and Departments are requested to put requisitions for their respective aforementioned programs at the earliest.

For AQAR reports, respective component in-charges will be held responsible for submitting the reports to IQAC for the aforementioned action points.

IQAC committee members who were present in the meeting

1. Prof. Zahoor Ahmad Shah
2. Dr. Mushtaq Ahmad Malla
3. Dr. Aftab Ahmad Bhat
4. Prof. Mohd Iqbal Bhat
5. Prof. Shabir Ahmad Mir
6. Prof. Mohd Hanif Sofi
7. Prof. Mohd Ashraf Dar
8. Prof. Mohamad Idress Mughloo
9. Dr. Firdous Ahmad
10. Dr. Ali Mohammed Malla

PRINCIPAL