

# INTERNAL QUALITY ASSURANCE CELL GOVT. DEHGREE COLLEGE, MENDHAR

(NAAC ACCREDITED, 'B' GRADE)



## MEETING NOTICE

Dated: 08-04-2019

As desired by worthy Principal, all the permanent staff members (teaching) shall make it convenient to attend an urgent meeting on 08-04-2019 at 01.00pm in Conference Hall of the college.

The main agenda of the meeting is:-

1. To celebrate the successful NAAC accreditation of the College.
2. To discuss the modalities for celebration Annual Day-cum-Prize Distribution function 2019.
3. To arrange farewell party for Prof. Shabir Hussain Shah on his superannuation and welcome the new Principal.

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08/04/2019  
(Dr. Abdul Raouf)  
Co-ordinator IQAC  
Govt. Degree College  
Mendhar

## MINUTES OF THE MEETING




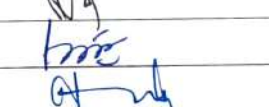
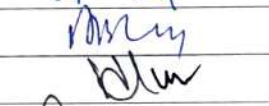
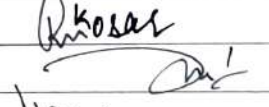
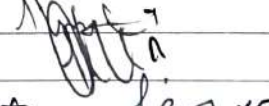
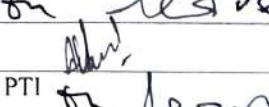
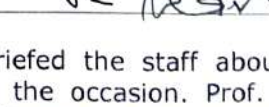
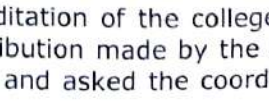


Dated: 08-04-2019(Monday)  
Venue of the Meeting: Conference Hall  
Time of meeting: 1:00pm.

### AGENDA OF MEETING

- A. To acknowledge/appreciate the efforts made by the staff and students for the successful NAAC accreditation of the College.
- B. To discuss the modalities for celebration of Annual Day-cum-Prize Distribution function 2019.
- C. To arrange farewell party for Prof. Shabir Hussain Shah on his superannuation on 30-04-2019.

A meeting of all the staff members was convened by IQAC, Govt. Degree College, Mendhar under the chairmanship of Prof. Shabir Hussain Shah, Principal of the College.

The following members of teaching staff were present.

S.No.	Name	Designation	Signature
01	Dr. Abdul Raouf	Associate Professor	
02	Dr. Mohd Shafiq	Associate Professor	
03	Prof. Shokit Hussain	Associate Professor	
04	Prof. Sarshad Hussain	Assistant Professor	
05	Prof. A. A. choudhary	Assistant Professor	
06	Dr. Mohd Latief	Assistant Professor	
07	Prof. Javed Manzoor	Assistant Professor	
08	Dr. Mahroof Khan	Assistant Professor	
09	Prof. Mohd Akram	Assistant Professor	
10	Dr. Ajaz Ahmed	Assistant Professor	
13	Prof. Waseem Akram	Assistant Professor	
12	Dr. Rehfit Naz Kosar	Assistant Professor	
13	Dr. Zulfaqar Ali Shah	Assistant Professor	
14	Dr. Shakeel Ahmed	Assistant Professor	
15	Dr. Tabarak Amin Khan	Assistant Professor	
16	Prof. Murtaza Ahmed	Assistant Professor	on leave
17	Dr. Jameel Ahmed	Assistant Professor	on leave
18	Mr. Mohd Alyas	PTI	PTI on leave

Dr. Abdul Raouf, Coordinator, IQAC welcomed and briefed the staff about the agenda and invited Prof. Shah, Principal to speak on the occasion. Prof. Shah overwhelmingly congratulated the entire staff for accreditation of the college with Grade, "B". He acknowledged and appreciated the contribution made by the entire staff and students throughout the accreditation journey and asked the coordinator

  
S. H. M.

IQAC for giving appreciation certificates to the entire staff on the eve of Annual Day Celebrations.

Prof. Shokit Hussain, Staff Secretary thanked the Principal on behalf of staff for recognizing their work.

After threadbare discussion and thorough deliberation, it was unanimously resolved that:-

1. The Annual Day-Cum-Prize Distribution Function will be celebrated in the last week of April, 2019.
2. The outstanding students in different fields for the session 2018-19 will be encouraged and felicitated by means of mementos and certificates.

Thereafter, Prof. Shokit Hussain, Staff Secretary, proposed for arranging a luncheon party for bidding farewell to Prof. Shabir Hussain Shah on his superannuation and welcoming the new Principal by the college staff on 30-04-2019. He also proposed the name of Prof. Shabir Hussain Shah as member of IQAC from the ensuing session 2019-20 after his retirement and both the proposal was unanimously approved by the entire staff present in the meeting.

Lastly Dr. Abdul Raouf, Coordinator, IQAC, highlighted the contributions made by Prof. Shah, as Principal. He presented vote of thanks to the staff and Principal for concerns and cooperation throughout the NAAC accreditation process and invited them for Lunch arranged by him as a mark of celebrations of NAAC accreditation of the college.

Last remarks of Prof. Shabir Hussain Shah, as Chairman for IQAC of the College.

Overall development of the College must remain permanent feature of the College. IQAC must remain functional throughout the year without any lapse. All the activities must be documented properly. Students participation in all the spheres must be ensured. I wish all the success in future endeavors.

S  
Shah  
Principal  
Govt. Degree College  
Mendhar  
30/4/19

OFFICE OF THE






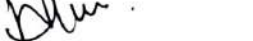
**INTERNAL QUALITY ASSURANCE CELL**

**GOVT. DEGREE COLLEGE, MENDHAR**

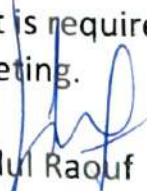


**Meeting Notice**  
**Dated: 13-2-2019**

As desired by worthy Principal, an interaction meeting of IQAC with students representatives of the college is scheduled to be held on 13-02-2019 at 11:30 am regarding the preparation of NAAC and visit of NAAC Peer Team. The following staff members are also requested to attend the same.

1. Prof. Shokit Hussain 
2. Prof. Sarshad Hussain 
3. Prof. A.A.Choudhary 
4. Prof. Javid Manzoor 
5. Prof. Mohd Akram 
6. Prof. Waseem Akram 

Moreover, Prof. A. A. Choudhary, Coordinator NSS Unit is required to inform all the students' representatives to attend the meeting.

  
Dr. Abdul Raouf  
Coordinator  
IQAC  
Govt. Degree College  
Mendhar

meeting/interaction with Head Boy, Head Girl & CR's held today on 18-2-2019 at 11.30 AM under the supervision of Dr Abdul Raheem Convenor IQAC in presence of staff Secretary GDE Mendhar Shohet Hussain HOD Zoology Prof Sarshad Hussain Prof Mohd Akram, Prof Javeed Manzoor & Prof Waseem Akram. CR's who were present are as follows

Sl. No.	Name	Course & Semester	CR of	Signature
1	IRM Shafeeq	B.Sc Sem VI	Head Girls	Jigra Shigra
2	Shebnam Najib	B.Sc Sem IV	CR of Sem IV	Shebnam
3	Sultana Kasser	B.A Sem VI	CR of Sem VI	Sultana
4	Rahila Batool	B.A Sem 4th	CR of Sem 4th	Rahila
5	Khadija Mustafvi	B.A Sem 4th	CR of Sem 4th	Khadija
6	Tahira Kasser	B.A Sem 6th	CR of Sem 6th	Tahira
7	Suschi Shalema	B.A Sem 4th	CR of Sem 4th	Suschi
8	Nazmeen Tabasam	B.Sc Sem II	CR of Sem 2nd	Nazmeen
9	Jaiha Sultana	B.Sc Sem 2nd	CR Sem 2nd	Jaiha
10	Sultana Kouser	B.A Sem 2nd	CR Sem 2nd	Sultana
11	Maryam Khaloon	B.A Sem 2nd	CR Sem II	Maryam
12	Mohammad Yousif	B.A Sem VI	CR of 6th Sem Non-cbcs	Mohammad Yousif
13	Mohd Asad Khan	B.Sc Sem IV	CR of Sem IV	Mohd Asad Khan
14	Sumayyeh Naseeb	B.A 2nd Sem	CR of Sem II	Sumayyeh Naseeb
15	Nazma Kouser	B.A 2nd Sem	CR of Sem II	Nazma Kouser
16	NAMAAN MAHMOOD	B.A 2nd Sem	CR of Sem II	NAMAAN MAHMOOD
17	Omkar Ch	B.A 4th Sem	Head Boy	Omkar Ch
18	Ayaz Khan	B.Sc II Sem	CR of Sem II	Ayaz Khan
19	Mazammal Hussain	B.Sc II Sem	CR of Sem II	Mazammal Hussain
20	Waseem Waseem Shauq	B.A 4th Sem	CR of Sem 4th	Waseem Waseem Shauq
21	Mohd Arshad	B.Sc Sem VI	CR of Sem VI	Mohd Arshad

A fruitful interaction was held with Head boy & Head Girl & CRS of GDE Mendhar. Students unanimously decided to

meeting/interaction with Head Boy, Head Girl & CR's held today on 13-2-2019 at 11.30 AM under the supervision of Dr Abdul Raheef Convenor IQAC in presence of staff secretary GDE Mendhar Shoket Hussain HOD Zoology Prof Sarshad Hussain Prof Mohd Akram, Prof Javeed Manzoor & Prof Wasem Akram. CR's who were present are as follows

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2	Shebnam Najib	B.Sc Sem IV	CR of Sem IV	Shebna
3	Sultana Kasser	B.A Sem VI	CR of Sem VI	Sultana
4	Rahila Batool	B.A Sem 4th	CR of Sem 4th	Rahila
5	Khadija Mustafui	B.A Sem 4th	CR of Sem 4th	Khadija
6	Tahira Koser	B.A Sem 6th	CR of Sem 6th	Tahira
7	Suschi shama	B.A Sem 4th	CR of Sem 4th	Suschi
8	Nazmeen Tabasam	B.Sc Sem II	CR of Sem 2nd	Nazmeen
9	Taha Sultana	B.Sc Sem 2nd	CR Sem 2nd	Taha
10	Sultana Kouser	B.A Sem 2nd	CR Sem 2nd	Sultana
11	Maryam Khaloon	B.A Sem 2nd	CR Sem II	Maryam
12	Mohammad Younis	B.A Sem VI	CR of 6th Sem Non-cbcs	Mohd You
13	Mohd Asad Khan	B.Sc Sem IV	CR of Sem IV	Asad
14	Sumam Naseer	B.A 2nd Sem	CR of Sem II	Sumam
15	Nazma Kouser	B.A 2nd Sem	CR of sem II	Nazma
16	NAMAAN MAHMOOD	B.A 2nd Sem	CR of Sem II	Namaan
17	Dikhal ch	B.A 4th Sem	Head Boy	Dikhal
18	Maryam Khan	B.Sc II Sem	CR of Sem II	Maryam
19	Mazamma Hussain	B.Sc II Sem	CR of Sem II	Mazamma
20	Sunsi Waseem Shama	B.A 4th Sem	CR of Sem 4th	Sunsi
21	Mohd Arshad	B.Sc Sem-VI	CR of Sem VI	Arshad


A fruitful interaction was held with Head boy & Head Girl & CRS of GDE Mendhar. Students unanimously decided to

were hard to come out with flying colors  
 The students were informed regarding schedule  
 of NAAC Peer Team, their interaction with  
 students & Teachers. <sup>Information</sup> Decision regarding  
 Parent teacher meet, Cultural Programme, students  
 discipline, proper Uniform & other NAAC  
 related activities was provided to the students.  
 The meeting concluded with the vote of Thanks  
 by Prof Shokit Hussain staff secretary  
 Gix Mendhar.

The following Faculty members were  
 present in the 'meeting' / interaction.

- 1 Prof
- 2 ~~Prof~~
- 3 ~~Prof~~
- 4 ~~Prof~~
- 5 ~~Prof~~
- 6 ~~Prof~~

Submitted to worthy Principal sir  
 for information.


  
 Date 13/02/19  
 Principal  
 Govt. Degree College  
 Mendhar

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 C.M. Mendhar.

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- 1 Prof
- 2 ~~Prof~~
- 3 Prof
- 4 Prof
- 5 Prof
- 6 Prof
- 7 Prof

Submitted to worthy Principal sir  
 for information.

  
 18/02/19  
 Principal  
 Govt. Degree College  
 Mendhar





OFFICE OF THE  
**INTERNAL QUALITY ASSURANCE CELL**  
**GOVT. DEGREE COLLEGE, MENDHAR**



**Meeting Notice**  
**Dated: 29-12-2018**

As desired by worthy Principal, all the permanent teaching staff members are required to attend an urgent meeting on 29-12-2018 at 2:30pm in Computer Science Department regarding the review of different assignments already given to different committees/units and departments related to NAAC team visit preparation vide NO: GDCM/18/986 dated 18-12-2018- and to discuss further course of action for the purchase of different items and upliftment/face lifting of the college.

  
Dr. Abdul Raouf  
Coordinator  
IQAC

Govt. Degree College  
Mendhar

  
A collection of handwritten signatures and initials in blue ink, including a large signature at the top left, a signature with a circled 'M' in the middle, and several other signatures at the bottom.

## Minutes of the Meeting

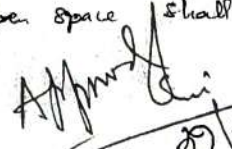
meeting of staff members was held on 29-12-2018 at 1 PM

under the chairmanship of worthy Principal Prof. S.H. SHAH  
 The agenda of the meeting was of work related to NAAC  
 Requisition & Purchase of computers, Printers & Battery inverters for  
 Library, Faculty Cabins etc. The following points were discussed  
 & finalised.

- 1 Faculty members shall get the pace of work, accelerated related to NAAC, accelerated.
- 2 A Female medical Assistant shall be managed from sub dist hospital Meni & Medical Room shall be established under the supervision of Prof A.A. Chandhary & Prof Mohd Akram.
- 3 All the washrooms shall be made functional before NAAC manning Plumbing material Batteries - inverters shall be purchased from the market on the basis of tenders called by this institution. Requisition of Deptt. shall be submitted to Prof Sarshad Hussain so that order may be placed well in time. college Gen set & dupont xerox machines shall be got repaired from M/S Surbi enterprises Jammu.
- 5 Computer Systems shall be purchased for library for students & Library automation on the basis of B.S. DGS & D approved rates. The Printers shall also be purchased for different deptt.
- 6 Documentation regarding different criteria & its supporting documents shall be submitted by faculty members as early as possible & latest by Jan 7, 2019.
- 7 Alumni meeting shall be organised on Jan 14, 2019 & Parent Tr. meeting on Jan 17, 2018.
- 8 Water facilities like water dispenser, purifier for Medical Room, Girls Common room & students adjoining college to fix in open space shall be purchased after satisfying local formalities. To overcome the effect of extreme cold Gas Heater shall be managed on the basis of local quotations from local market.

The following faculty members were present in the meeting

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|    |    |    |    | 22 |
- Submitted to worthy Principal Sir for approval  
 22 S. Kumari  
 Principal






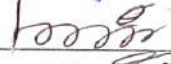



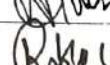
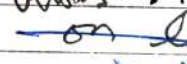





Approved  
  
 29/12/18  
**Principal**  
**Govt. Degree College**  
**Mehndhar**

# Convener IQAC Committee G.D.C. Mendhar

Dated:- 31-08-2018

## Notice

All the permanent teaching staff members of this college are requested to attend a meeting in the Department of Computer Applications today on 31<sup>th</sup> of August 2018 at 11:30 PM in order to discuss the NAAC related issues.

S. No	Name	Department	Signature
1.	Prof. Shokit Hussain	Chemistry	
2.	Prof. Sarshad Hussain	Zoology	
3.	Prof. A.A. Chowdhary	English	
4.	Dr. Mohammad Latief	Urdu	
5.	Prof. Javed Manzoor	Environment Science	
6.	Dr. Mahroof Khan	Botany	
7.	Prof. Tehseen Abass	Mathematics	
8.	Prof. Mohd Akram	Education	
9.	Dr. Ajaz Ahmed	Persian	
10.	Prof. Waseem Akram	Computer Applications	
11.	Dr. Rehfit Naz Kosar	Urdu	
12.	Dr. Zulfaqar Ali Shah	Geography	
13.	Dr. Shakeel Ahmed	Chemistry	
14.	Dr. Tabarak Amin Khan	Economics	
15.	Prof. Murtaza Ahmed	Political Science	
16.	Dr. Jameel Ahmed	Sociology	






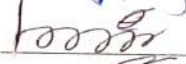

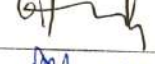
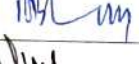

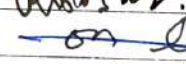





  
Convener IQAC  
Govt. Degree College  
Mendhar

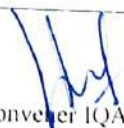
# Convener IQAC Committee G.D.C. Mendhar

Dated:- 31-08-2018

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6.	Dr. Mahroof Khan	Botany	
7.	Prof. Tehseen Abass	Mathematics	
8.	Prof. Mohd Akram	Education	
9.	Dr. Ajaz Ahmed	Persian	
10.	Prof. Waseem Akram	Computer Applications	
11.	Dr. Rehfit Naz Kosar	Urdu	
12.	Dr. Zulfaqar Ali Shah	Geography	
13.	Dr. Shakeel Ahmed	Chemistry	
14.	Dr. Tabarak Amin Khan	Economics	
15.	Prof. Murtaza Ahmed	Political Science	
16.	Dr. Jameel Ahmed	Sociology	

  
Convener IQAC  
Govt. Degree College  
Mendhar

# IQAC GDC MENDHAR

Minutes of the meeting Dated 31-08-2018


A meeting of the entire permanent teaching staff members of the college was held on 31-08-2018 at 2:30pm in Computer Science Department under the chairmanship of Prof. Shabir Hussain Shah. The agenda of the meeting was review the already work assigned to the staff.

After thorough and threadbare discussion on all the issues and problems being faced/raised by one by one faculty members, the entire faculty extended full cooperation to the chair and assured for the timely completion of all the assignments

The Principal extended satisfactory remarks on the work and conduct of all the staff members and appreciated for their concern and courage .

The following members attended the meeting.

1. Dr. Abdul Raouf (Coordinator IQAC)
2. Prof. Shokit Hussain
3. Prof. Sarshad Hussain
4. Prof. A.A.Choudhary
5. Dr. Mohammad Latief
6. Prof. Javid Manzoor
7. Dr. Mahroof Khan
8. Prof. Mohd Akram
9. Prof. waseem Akram
10. Dr. Rifat Naz Kousar
11. Dr. Shakeel Ahmed
12. Dr. Tabarak Amin Khan
13. Prof. Murtaza Ahmed
14. Dr. Jameel Ahmed

  
Principal 31/8/18  
Govt Degree College  
Mendhar

The meeting ended with a vote of thanks to the chair.



**Order**

All the members of teaching faculty shall attend an urgent meeting regarding NAAC today on **18-08-2018** at **2:30 PM** in the Computer Lab.

Matter is most urgent.

1. Dr. Abdul Raouf. (Convener IQAC)
2. Prof. Shokit Hussain
3. Prof. Sarshad Hussain.
4. Prof. A. A. Chowdhary.
5. Dr. Mohammad Latief
6. Prof. Javed Manzoor.
7. Dr. Mahroof Khan
8. Prof. Tehseen Abays
9. Prof. Mohd Akram
10. Dr. Ajaz Ahmed
11. Prof. Waseem Akram
12. Dr. Rifat Naz Kousar.
13. Dr. Zulfiqar Ali Shah.
14. Dr. Shakeel Ahmed
15. Dr. Tabark Amin Khan
16. Prof. Murtaza Ahmed
17. Dr. Jameel Ahmed

*[Handwritten signatures and initials in blue ink next to the list items]*

*Dr. A.A. Raouf.  
Conv. IQAC*

*Sl. No 18/08/18*  
Prof. S. H. Shah  
Principal  
Govt. Degree College  
Mendhar  
**Principal  
Govt. Degree College  
Mendhar**

# IQAC GDC MENDHAR




## Minutes of the meeting Dated 18-08-2018

A meeting of the entire permanent teaching staff members of the college was held on 18-08-2018 at 2:30pm in Computer Science Department under the chairmanship of Prof. Shabir Hussain Shah. The agenda of the meeting was to discuss the effective measures for the preparation and documentation of criteria wise report for NAAC accreditation.

After thorough and threadbare discussion it was resolved that :-

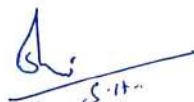
1. The works already approved and discussed in the meeting held on 16-08-2018 must be done with speedy manner and all the concerned are directed to get them done after all codal formalities.
2. All the staff members/ committee/ units in charge will submit all the relevant supporting documents to the concerned criteria In charge without any lapse.
3. All the committees in charge of the college will coordinate with each other and IQAC and submit the report of all the activities carried out from time to time along with supporting documents to the concerned criteria in charge and Coordinator IQAC for updating and documentation.

The following members attended the meeting .

1. Dr. Abdul Raouf (Coordinator IQAC)
2. Prof. Shokit Hussain 
3. Prof. Sarshad Hussain 
4. Prof. A.A.Choudhary 
5. Dr. Mohammad Latief



C/S



Cont...



6. Prof. Javid Manzoor
7. Dr. Mahroof Khan
8. Prof. Tehseen Abass
9. Prof. Mohd Akram
10. Prof. waseem Akram
11. Dr. Rifat Naz Kousar
12. Dr. Zulfiqar Ali Shah
13. Dr. Tabarak Amin Khan
14. Prof. Murtaza Ahmed
15. Dr. Jameel Ahmed

The meeting ended with a vote of thanks to the chair.

Principal  
 Govt. Degree College  
 Mendhar

08

18/12

OFFICE OF THE  
**INTERNAL QUALITY ASSURANCE CELL**  
**GOVT. DEGREE COLLEGE, MENDHAR**




**Meeting Notice**  
**Dated: 15-08-2018**

The following IQAC members are requested to attend an urgent meeting on 16-08-2018 at 2:30pm in Computer Science Department regarding some special initiatives to be taken for NAAC accreditation of the college in the session 2018-19.

1. Prof. Shokit Hussain
2. Prof. Sarshad Hussain
3. Prof. A.A.Choudhary
4. Dr. Mohammad Latief
5. Prof. Javid Manzoor
6. Dr. Mahroof Khan
7. Prof. Waseem Akram
8. Dr. Ajaz Ahmed

**Co-opted Members**

1. Mr. Mohd Razaq Khan(Rtd DSP)
2. Mr. Mohammad Sadiq(CEO)
3. Mr. Nizam-Ud-Din(Rtd Lecturer)
4. Head Boy
5. Head Girl

  
Dr. Abdul Raouf  
Coordinator  
IQAC  
Govt. Degree College  
Mendhar

# IQAC GDC MENDHAR

Minutes of Meeting Dated-16-08-2018

A meeting of college IQAC was held on 16/08-2018 for discussing some special initiatives to be taken for NAAC accreditation of the college in the session 2018-19:

That repair of college is very much required since over period of time its walls are defaced, windows have got broken, sanitary system is leaking so college developmental committee is required to take necessary steps in this regard.

- 1) Departmental chambers are required to be made for providing individual working space department wise for the department of Arabic, Persian, Sociology, Economics, Political Science, Physical Education and Hindi.
- 2) Beautification committee must take steps for beautifying the campus by plantation and development of floral beds.
- 3) Separate sports facility for girls in the form of separate sports fields and furnishing of already made sports facilities along with the purchase of sports items must be taken on war footing by the college sports committee.
- 4) Department of Botany must prepare Botanical garden, Herbal garden and Green house.
- 5) All the committees and department shall maintain their record in presentable form.
- 6) Special emphasis is required to be laid on use of ICT facilities.
- 7) Administration should form special committees for completing various works in a time frame manner.

The minutes are therefore submitted to worthy Principal for taking initiatives at administration level.

- 1) Dr. Abdul Raouf (Convener)
- 2) Prof. Shokit Hussain (Member)
- 3) Prof. Sarshad Hussain (Member)
- 4) Prof. A.A. Chowdary (Member)
- 5) Dr. Mohammad Latief (Member)
- 6) Prof. Javed Manzoor (Member)
- 7) Dr. Mahroof Khan (Member)
- 8) Prof. Mohammad Akram (Member)
- 9) Dr. Ajaz Ahmad (Member)

Co-opted Members  
Mr. Mohammed Raza Khan, Rtd, SSP.  
Mr. Mohammad Sidiq (CEO)  
Nizam-ud-Din (Ret. Sr Lec)

Sidshad Jatt Head Boy

SRM SHAFIQ Head Girl

Principal  
Govt. Degree College  
Mendhar  
18/08

OFFICE OF THE  
**INTERNAL QUALITY ASSURANCE CELL**  
**GOVT. DEGREE COLLEGE, MENDHAR**



**Meeting Notice**  
**Dated: 30-07-2018**

All the permanent teaching staff members are required to attend an urgent meeting on 30-07-2018 at 12:00am in Computer Science Department regarding election/ selection of student's representatives for the academic session 2018-19.

  
Dr. Abdul Raouf  
Coordinator  
IQAC

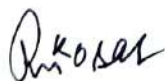
Govt. Degree College  
Mendhar









  
R. K. S. S.

  
M. S. S.













# Office of the convener IQAC GDC Mendhar

1/2

## Minutes of the Meeting dated 30-07-2018

A meeting of all the permanent teaching staff members was held under the chairmanship of Dr. Abdul Raouf, Convener, IQAC in order to discuss election/selection/ constitution of students body of the college for the session 2018-19. The following points were discussed and finalized unanimously:-

1. **Student's Body.** Students body means body of regular students comprising of CRs Head Boy and Head Girl elected/ selected by the students of the college.
2. **Procedure of Election.** Student's body shall be elected/ declared by the election committee through democratic way, i.e. either unanimously if only one candidate files nomination form and through secret ballot in case of more than one candidates.
3. **Tenure of student's Body.** Student's body shall be constituted for a period of only one the academic year.
4. **Election Committee.** Election Committee shall comprise on senior faculty member as Chief election commissioner with as many faculty members and senior students as required for the smooth conduct of election. Election commissioner will nominate members of committee at his/ her own level.
5. **Duties of election Committee.** In the beginning of every session, election committee shall notify the dates/times for election of the student's body at least a week before the date of conduct of election. Election day and declaration day must be the same day.
6. **Duties of student's Body.**
  - a. This body will act as a bridge between student's and administration for redressing of grievances of the students through peaceful manner.

# Office of the convener IQAC GDC Mendhar <sup>1/2</sup>

## Minutes of the Meeting dated 30-07-2018

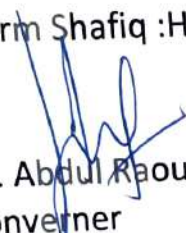
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6. **Duties of student's Body.**
  - a. This body will act as a bridge between student's and administration for redressing of grievances of the students through peaceful manner.

- b. Body will suggest any improvement required for making teaching learning more effective.
- c. Student's body will assist the administration in the smooth functioning of the college.
- d. Student's body will organize some programmes at their own level after getting approval from the administration.
- e. Any other matter/ assignment related to the welfare of the college.

Lastly, the election/ selection of the student's body on the same day on 30-07-2018 was conducted. After the selection/ election of CRs, the following head boy and head girl respectively was unanimously declared.

1. Dilshad Choudhary :Head Boy
2. Irm Shafiq :Head Girl

  
Dr. Abdul Raouf  
Converner  
IQAC

  
Principal  
Govt. Degree College  
Mendhar  
30/7/18

Faculty members


  
  
  
  


OFFICE OF THE  
**INTERNAL QUALITY ASSURANCE CELL**  
**GOVT. DEGREE COLLEGE, MENDHAR**



**Meeting Notice**  
**Dated: 31-05-2018**


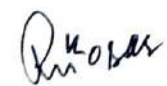

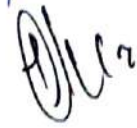
All the permanent teaching staff members are required to attend an urgent meeting on 31-05-2018 at 2:30pm in Computer Science Department regarding the election/selection of teaching staff representative for the academic session 2018-19 and other staff related issues.

  
Dr. Abdul Raouf  
Coordinator

IQAC

Govt. Degree College  
Mendhar





# Office of the Convener IQAC GDC Mendhar

Minutes Dated 31/05/2018

A meeting of all the permanent teaching staff members was held under the chairmanship of Convener IQAC, Dr Abdul Raouf in order to discuss election/selection of staff secretary of the college. Following points were discussed and finalized unanimously:

1. **Staff Secretary** means the permanent member of teaching staff selected/elected by the permanent teaching staff members of this college.
2. Staff secretary shall be appointed/elected / declared by the election body through democratic way i.e either unanimously if only one candidate has filled nomination form or through secret ballot in case of more than one candidate.
3. **Tenure of Staff Secretary:** Staff secretary shall be appointed for a period of one year (from 1<sup>st</sup> Week of Aug of every year to first week of August of next Year) and he shall not be impeached during his term. On transfer of staff secretary during his term, senior most faculty member shall automatically act as staff secretary for remaining period of that year.
4. **Eligibility:** A staff secretary must have 3 years of service as permanent teaching member in the college. Moreover he shall not be the member of election body simultaneously. Any member of election body if wants to nominate his candidature for staff secretary he/she has to resign first from the election body in written.
5. **Election Body:** Election body shall comprise of Election Commissioner with 2 or 3 members. Senior most teaching faculty member shall be the Election Commissioner who himself will appoint his supporting staff and make election body for the functioning of his election office. If the senior most resign from his duty for contesting election for staff secretary next senior most will automatically assume charge of election commissioner. Members of Election body shall not campaign for any candidate who is in fray of election of staff secretary but will vote for the same.
6. **Duties of Election Body.** Every year/session in the first week of August election body shall notify the dates /time for filing of **nomination form** for staff secretary within a week's time. After the termination of nomination period election body will scrutinize the nomination form and will notify well in time (not less than two days before) the date for election and declaration of staff secretary for the session. Election day and declaration must be on the same date.
7. If two candidates for staff secretary have got equal number of votes then in tie situation senior will be given chance and be declared staff secretary for that year.
8. **Duties of staff secretary:**
  - a. Staff secretary shall make his body after taking into confidence whole of the staff.
  - b. Frequent meeting (at least once in a month) of staff shall be convened in order to address the issues.
  - c. A tea club shall be managed in which whole staff shall contribute and get together for tea.
  - d. Every year staff picnic shall be managed.

- e. Appointed staff secretary shall give lunch to staff after assuming his office from his own pocket.
- f. He shall intimate and decide in consultation with other staff members regarding activities of the college which are in the interest of college in general and staff in particular.

Lastly, all the permanent staff members present in the meeting unanimously selected Prof. Shokit Hussain, HOD, Chemistry, as staff representative for the session 2018-19 on the same day keeping in view the commencement of summer vocation from the next day and urgent need of the staff representative. He staff unanimously asked the newly nominated Staff Secretary to constitute admission and other committees for the session in consultation with worthy Principal.

It was also unanimously decided that Prof. Shokit Hussain, will nominate other members of body at his own level after consultation with volunteers faculty member .

The meeting ended the a vote of thanks from Prof. Shokit Hussain and assured for full.

The following member attended the meeting.

  
Dr. Abdul Raouf  
Convener  
IQAC Committee

Staff members










  
Phases  
Mentor



Submitted to worthy Principal for Approval.

  
Principal  
Govt. Degree College  
Mendhar  
31/18