

**INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, MENDHAR**



**MEETING NOTICE
DATED 15-02-2021**

As desired by worthy Principal, all the teaching staff members (permanent/contractual) shall make it convenient to attend an urgent meeting on 15-02-2021 at 2:00pm in MOOC Centre regarding preparation and submission of AQAR for the year 2019-20.

Dr. Mohd Shafiq
Coordinator
IQAC
Govt. Degree College
Mendhar

INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MUNITES OF THE MEETING DATED 15-02-2021

A meeting of all the teaching staff was held on 15-02-2021 at 2:00pm in MOOC centre of the college under the chairmanship of Prof. Daleep Kumar Raina, Principal of the College. The Agenda of the Meeting was as under:-

Agenda

- Preparation and Submission of AQAR for year 2019-20.

The following staff members attended the meeting.

• PERMANENT

S.No	Name	Designation
1	Dr. Bagh Hussain	Associate Professor
2	Prof. Shokit Hussain	Associate Professor
3	Prof. Saleem Ayaz	Assistant Professor
4	Prof. A.A.Choudhary	Assistant Professor
5	Prof. Javid Manzoor	Assistant Professor
6	Prof. Mohd Akram	Assistant Professor
7	Dr. Ajaz Ahmed	Assistant Professor
8	Prof. Rizwan Ahmed Khan	Assistant Professor
9	Prof. Waseem Akram	Assistant Professor
10	Dr. Rifat Naz Kousar	Assistant Professor
11	Dr. Asad Imran	Assistant Professor
12	Prof. Asar Ahmed	Assistant Professor
13	Dr. Zulfiqar Ali Shah	Assistant Professor
14	Dr. Shakeel Ahmed	Assistant Professor
15	Dr. Tabarak Amin Khan	Assistant Professor
16	Prof. Murtaza Ahmed	Assistant Professor
17	Prof. Mohd Razaq	Assistant Professor
18	Mr. Mohd Alyas	PTI

• CONTRACTUAL

S.No	Name	Subject
1	Dr. Shahid Aziz	Arabic
2	Mr. showkat Husasain Wani	English
3	Mr. Rouf Ahmed Wagay	Geography
4	Mr. Irfan Hussain Ganaie	Geography
5	Dr. Abda Khanam	Librarian*
6	Dr. Jahangeer Ahmed Bhat	Pol. Science
7	Dr. Mohd Younis	Zoology
8	Mr. Sajad Ahmed Paray	Computer Appliaction

Dr. Mohd Shafiq, Coordinator welcomed the staff members in the meeting.

Consequent upon the transfer and joining of some faculty members, Dr. Mohd Shafiq, Coordinator IQAC again narrated the need and importance of Annual Quality Assurance Report (AQAR) which should be submitted to NAAC every year by all Accredited Institution as per the format prescribed. He said that AQAR is a useful document which gives overall picture of the institutional growth in all the seven criteria's identified by NAAC. It also provides systematic data with respect to various improvements to be taken up by the institution. After threadbare discussion on the agenda point, it was impressed upon all the faculty members by the chair that the AQAR for the year must be prepared and submitted well in time. He directed all the staff for extension full cooperation to each and every staff member involved in this task.

All the criterions were again discussed in the meeting line by line in order to make it easy for the faculty. The entire faculty members assured that the AQAR would be prepared and submitted well in time by taking into consideration of its importance.

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

Dr. Mohd Shafiq
Coordinator
IQAC

Prof. Daleep Kumar Raina
Principal
Govt. Degree College
Mendhar

INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MUNITES OF THE MEETING DATED 05-11-2020

A review meeting of all the teaching staff was held on 05-11-2020 at 11:30am in MOOC centre of the college under the chairmanship of Prof. Daleep Kumar Raina, Principal of the College. The Agenda of the Meeting was as under:-

Agenda

- Preparation and Submission of AQAR for year 2019-20.

The following staff members attended the meeting.

S.No	Name	Designation
1	Dr. Bagh Hussain	Associate Professor
2	Prof. Shokit Hussain	Associate Professor
3	Prof. Sarshad Hussain	Assistant Professor
4	Prof. A.A.Choudhary	Assistant Professor
5	Dr. Mohammad Latief	Assistant Professor
6	Prof. Javid Manzoor	Assistant Professor
7	Dr. Mahroof Khan	Assistant Professor
8	Prof. Mohd Akram	Assistant Professor
9	Dr. Ajaz Ahmed	Assistant Professor
10	Prof. Rizwan Ahmed Khan	Assistant Professor
11	Prof. Waseem Akram	Assistant Professor
12	Dr. Rifat Naz Kousar	Assistant Professor
13	Dr. Zulfiqar Ali Shah	Assistant Professor
14	Dr. Shakeel Ahmed	Assistant Professor
15	Dr. Tabarak Amin Khan	Assistant Professor
16	Prof. Murtaza Ahmed	Assistant Professor
17	Dr. Jameel Ahmed	Assistant Professor
18	Mr. Mohd Alyas	PTI

Dr. Mohd Shafiq, Coordinator welcomed the staff members in the meeting. Dr. Mohd Shafiq, Coordinator IQAC narrated the need and importance of Annual Quality Assurance Report (AQAR) which should be submitted to NAAC every year by all Accredited Institution as per the format prescribed. He said that AQAR is a useful document which gives overall picture of the institutional growth in all the seven criteria's identified by NAAC. It also provides systematic data with respect to various improvements to be taken up by the institution. After threadbare discussion on the agenda point, it was impressed upon all the faculty members by the chair that the AQAR for the year must be prepared and submitted well in time. He directed all the staff for extension full cooperation to each and every staff member involved in this task.

All the criterions were again discussed in the meeting line by line in order to make it easy for the faculty. The entire faculty members assured that the AQAR would be prepared and submitted well in time by taking into consideration of its importance.

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

Dr. Mohd Shafiq
Coordinator
IQAC

Prof. Daleep Kumar Raina
Principal
Govt. Degree College
Mendhar

INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MEETING NOTICE DATED 15-10-2020

As desired by worthy Principal, all the staff members(teaching)shall make it convenient to attend an urgent meeting on 15-10-2020 at 2:00pm in MOOC Centre regarding preparation and submission of AQAR for the year 2019-20.

Dr. Mohd Shafiq
Coordinator
IQAC
Govt. Degree College
Mendhar

GOVT. DEGREE COLLEGE, MENDHAR


**MUNITES OF THE MEETING
DATED 15-10-2020**

A meeting of all the teaching staff was held today on 15-10-2020 at 2:00pm under the chairmanship of Prof. Daleep Kumar Raina, Principal of the college. The Agenda of the meeting was preparation and submission of AQAR for the year 2019-20.

The following staff members attended the meeting.

S.No	Name	Designation
1	Dr. Bagh Hussain	Associate Professor
2	Prof. Shokit Hussain	Associate Professor
3	Prof. Sarshad Hussain	Assistant Professor
4	Prof. A.A.Choudhary	Assistant Professor
5	Dr. Mohammad Latief	Assistant Professor
6	Prof. Javid Manzoor	Assistant Professor
7	Dr. Mahroof Khan	Assistant Professor
8	Prof. Mohd Akram	Assistant Professor
9	Dr. Ajaz Ahmed	Assistant Professor
10	Prof. Rizwan Ahmed Khan	Assistant Professor
11	Prof. Waseem Akram	Assistant Professor
12	Dr. Rifat Naz Kousar	Assistant Professor
13	Dr. Zulfiqar Ali Shah	Assistant Professor
14	Dr. Shakeel Ahmed	Assistant Professor
15	Dr. Tabarak Amin Khan	Assistant Professor
16	Prof. Murtaza Ahmed	Assistant Professor
17	Dr. Jameel Ahmed	Assistant Professor
18	Mr. Mohd Alyas	PTI

Dr. Mohd Shafiq, Coordinator welcomed the staff members in the meeting. The chair directed all the staff members for coordinated work for the preparation and submission of AQAR. He also issued a fresh criteria wise allocation of assignment order for the smooth completion of the task

Meeting ended with a vote of thanks to the chair

Dr. Mohd Shafiq
Coordinator
IQAC .

Prof. Daleep Kumar Raina
Principal
Govt. Degree College
Mendhar

INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MEETING NOTICE DATED

As desired by worthy Principal, all the staff members (teaching) shall make it convenient to attend an urgent meeting onat 2:00pm in MOOC Centre. The Agenda of the meeting is as under:-

1. Developmental work of the College.
2. Purchase of Books and Periodicals for College Library.
3. Procurement/ Purchase of materials and equipments.
4. Other demands of the department's/ subject's heads.

Dr. Mohd Shafiq
Coordinator
IQAC
Govt. Degree College
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INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MUNITES OF THE MEETING DATED ~~12-2020~~ 08-10-2020

A meeting of the following permanent teaching staff was held today on at 9:00pm under the chairmanship of Prof. Daleep Kumar Raina Principal of the College. The Agenda of the meeting is as under:-

1. Developmental work of the College.
2. Purchase of Books and Periodicals for College Library.
3. Procurement/ Purchase of materials and equipments.
4. Other demands of the departments/ subjects heads.

Dr. Mohd Shafiq, Coordinator welcomed the staff members in the meeting.

1. **Developmental work of the College.** The staff unanimously decided to submit a proposal for face lifting of the college and execution of footpath work of the college. it was impressed upon the development Committee by the chair to get it prepared and submit the DPRs of all the works to be executed so that the same may be submitted to the concerned quarters for approval and execution.
2. **Purchase of Books and Periodicals for College Library.** In the meeting funds were distributed with the consultation of all the heads of the departments and directed to them to submit the list of books of their respective subject to be purchased within a week's time. Moreover, some periodicals and general books were also recommended by the faculty for college Library and convener, Library Committee was assigned to prepare and submit the list of Periodicals and General Books within a week's time.
3. **Procurement/ Purchase of materials and equipments.** All the heads of departments and Subjects had submitted their requirements to the convener Purchase Committee for the purchase/ procurement of materials and equipment for the departments and faculty/non-teaching staff. The Heads were asked to give priority to the students centered items especially for laboratories when they are demanding the articles for the departments. The purchase committee was directed to strictly adhere the norms of purchasing and give priority to the students during all purchases.

Other demands of the departments/ subjects heads. Some staff members demanded computers, executive chairs, tables, invertors and battery for the use in departments and the Chair gave node to these items and direct the concerned officer/ official to decide the priority of the items and purchase the items on first come first serve basis.

The following staff attended the meeting.

S.No	Name	Designation
1	Dr. Bagh Hussain	Associate Professor
2	Prof. Shokit Hussain	Associate Professor
3	Prof. Sarshad Hussain	Assistant Professor
4	Prof. A.A.Choudhary	Assistant Professor
5	Dr. Mohammad Latief	Assistant Professor
6	Prof. Javid Manzoor	Assistant Professor
7	Dr. Mahroof Khan	Assistant Professor
8	Prof. Mohd Akram	Assistant Professor
9	Dr. Ajaz Ahmed	Assistant Professor
10	Prof. Rizwan Ahmed Khan	Assistant Professor
11	Prof. Waseem Akram	Assistant Professor
12	Dr. Rifat Naz Kousar	Assistant Professor
13	Dr. Zulfiqar Ali Shah	Assistant Professor
14	Dr. Shakeel Ahmed	Assistant Professor
15	Dr. Tabarak Amin Khan	Assistant Professor
16	Prof. Murtaza Ahmed	Assistant Professor
17	Dr. Jameel Ahmed	Assistant Professor
18	Mr. Mohd Alyas	PTI

Meeting ended with a vote of thanks to the chair

Dr. Mohd Shafiq
Coordinator
IQAC

Prof. Daleep Kumar Raina
Principal
Govt. Degree College
Mendhar

INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



Meeting Notice

03 -10-2020

As desired by worthy Principal, a meeting of IQAC with College Library Committee is scheduled to be held on -10-2020 at 2.00pm in MOOC centre of the College. The following members of both the committees are required to attend the same on scheduled date and time. The agenda of the meeting is to discuss the demands and Problems of College Library.

➤ **Internal Quality Assurance Cell**

1. Prof. Shokit Hussain
2. Prof. Sarshad Hussain
3. Dr. Mohammad Latief
4. Prof. Javed Manzoor
5. Dr. Mahroof Khan
6. Dr. Ajaz Ahmed

➤ **College Library Committee**

1. Prof. A.A.Choudhary
2. Prof. Waseem Akram
3. Prof. Murtaza Ahmed
4. Mr. Rayees Ahmed

Dr. Mohd Shafiq
Coordinator
IQAC

Govt. Degree College
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INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MUNUTES OF THE MEETING

DATED ~~10-2020~~ 03-10-2020

A meeting of the following permanent teaching staff was held today on -10-20120 at 2:00pm under the chairmanship of Dr. Mohd Shafiq, Coordinator IQAC. The Agenda of the meeting is as under:-

AGENDA POINTS

1. Demands and Problems of College Library.

The following staff attended the meeting.

➤ Internal Quality Assurance Cell

7. Prof. Shokit Hussain
8. Prof. Sarshad Hussain
9. Dr. Mohammad Latief
10. Prof. Javed Manzoor
11. Dr. Mahroof Khan
12. Dr. Ajaz Ahmed

➤ College Library Committee

5. Prof. A.A.Choudhary
6. Prof. Waseem Akram
7. Prof. Murtaza Ahmed
8. Mr. Rayees Ahmed

Dr. Mohd Shafiq, Coordinator welcomed the staff members in the meeting. After thorough discussion on the agenda point, it was unanimously resolved that:-

1. 05 Almirah for the safety of books shall be purchased during the session 2020-21.

2. The books available in the library shall be arranged for automation purposes and the library committee will device a roaster of staff for arranging the books as required for the automation.
3. The news papers already proposed will be subscribed for the session 2020-21.
4. Two books at a time will be issued to the students and the students have to return the books within fifteen days from the issuance of the books.
5. The books for the Library shall be purchased as and when the funds will be available and allocation will be made for each subject/department by taking into consideration of the strength of the students in the respective subject and the newly introduced subjects will be given preferences.
6. Other demands of the college Library will be projected by the College Library staff and Library committee in writing and will be placed before the Worthy Principal for approval and further necessary action.
7. The reading rooms for the students shall be made available with water and heating and cooling facilities.

The meeting ended with vote of thanks to the chair.

Submitted to the Worthy Principal for Kind approval.

Submitted by
Dr. Mohd Shafiq
Coordinator
IQAC

Approved by
Prof. Daleep Kumar Raina
Principal
Govt. Degree College
Mendhar