

INTERNAL QUALITY ASSURANCE CELL
GOVT. CHHOTAY SHAH MEMORIAL DEGREE COLLEGE, MENDHAR



Meeting Notice
21-05-2022

As desired by worthy Principal, all the permanent teaching staff are required to attend an urgent meeting scheduled to be held today on 21-05-2022 at 2:00pm in MOOC Room of the college. The Agenda points of the meeting are as under:-

1. Updation of college Website.
2. Preparation for AQAR for the year 2021-22.
3. Parents Meet/Alumni meeting.
4. IQAC Meet.
5. Other NAAC related issues.

Dr. Mohd Shafiq
Coordinator
IQAC
Govt.CSM Degree College
Mendhar

INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MUNITES OF THE MEETING DATED 21-05-2022

A meeting of the following permanent teaching staff was held today on 21-05-2022 at 2:00pm under the chairmanship of Dr. Mohd Azam , Principal of the College. The Agenda of the meeting is as under:-

AGENDA POINTS

1. Updation of College website
2. Preparation of AQAR for the year 2021-22.
3. Parent Meet/Alumni Meet
4. IQAC Meet.
5. Other NAAC related issues.

After threadbare discussion on all the agenda points, it was unanimously resolved point-wise as under;-

1. **Updation of College website.** The updation work of College website should be started on priority basis and for this propose a committee of the following members present in the meeting was constituted unanimously :-

➤ College Website Committee.

- | | |
|-----------------------|----------|
| a) Prof. Waseem Akram | Converer |
| b) Dr. Shakeel Ahmed | Menber |
| c) Prof. Asrar Ahmed | Member |
| d) Prof. Mohd Razaq | Member |
| e) Prof. Mohd Alyas | Member |

The chair directed the entire staff members for full cooperation for the updation of college website and submit the data required for the purpose well in time



2. **Preparation of AQAR for the year 2021-22.** For the preparation and submission of AQAR for year 2021-22, it was decided that the criterions of AQAR should be re-allocated and unanimously decided with the consent of all the staff members present in the meeting as under:-

Criteria NO	Name of Criteria	Name of the Teacher
I	Curricular Aspects	Prof. Javed Manzoor Dr. Asad Imran
II	Teaching , and evaluation	Prof. Mohd Akram Dr. Tabarak Amin Khan Prof. Murtaza Ahmed
III	Research, Innovation and Extension	Prof. Shakeel Ahmed Dr. Zulafqar Ali Shah
IV	Infrastructure and Learning Resources	Prof. Shokit Hussain Prof. Rizwan Ahmed Khan
V	Students Support and Progression	Prof. A.A.Choudhary Prof. Asrar Ahmed
VI	Governance, leadership and Management	Prof. Saleem Ayaz Arif Prof. Mohd Razaq Prof. Mohd Alyas
VII	Institutional values and best Practices	Dr. Ajaz Ahmed Dr. Rehfit Naz Kosar

It was also unanimously decided that all the pending supporting documents of AQAR for the year 2018-19, 2019-20 and 2020-21 will be submitted to Coordinator IQAC by all means on or before 15th of June 2022 and no further excuse will be accepted.

3. **Parents Meet.** A committee comprising of the following members was constituted for the coordination with the parents of the students and arranging meetings with them for getting feedback, suggestions and other related matters.

- a) Prof. Shokit Hussain
b) Prof. Mohd Akram

Convener 
Member 

c) Dr. Rehfit Naz Kosar

Member

Rehfit Naz Kosar

d) Dr. Asad Imran

Member

e) Dr. Zulafqar Ali Shah

Member

Zulafqar Ali Shah

f) Prof. Mohd Alyas

Member

4. **Alumni Meet.** A committee comprising of the following members was constituted for the Alumni coordination and arranging meetings with them for getting feedback, suggestions and other related matters. The committee will also get the Alumni registered from the concerned quarter (Sub. Registrar Poonch) as early as possible.

a) Prof. A.A.Choudhary

Convener

A.A.Choudhary

b) Prof. Waseem Akram

Member

c) Dr. Shakeel Ahmed

Member

Shakeel Ahmed

d) Prof. Asrar Ahmed

Member

e) Prof. Murtaza Ahmed

Member

Murtaza Ahmed

5. **IQAC Meet.** It was also decided that IQAC meetings will be arranged in near future most probably in the month of June, 2022 to discuss further course of action for the overall development of the college.

6. The following staff members voluntarily taken the assignment for getting MoUs done with different departments/Agencies shown against each:-

➤ Prof. Mohd Razaq

Social Forestry

Mohd Razaq

➤ Dr. Asad Imran

Army, Medical and Police

Asad Imran

➤ Prof. Asrar Ahmed

Social welfare

Asrar Ahmed

➤ Prof. Waseem akram

ITI

Waseem Akram

➤ Dr. Zulafqar Ali Shah

Agriculture

7. **IQAC Annual Report (Long Term and Short Term).** Dr.Mohd Shafiq, coordinator IQAC and Prof. Waseem Akram will prepare this report.




8. **Remedial Classes.** All the teachers will start remedial classes in close coordination with each other with immediate effect in the interest of student community.

9. **Mentor and Mentee.** All the teachers will work on this parameter.

10. **Re-naming of the College.** The process and correspondence for renaming of the college should be started and the matter will be resolved in near future without further delay.

11. **EPM should be submitted upto 4th of each month.**

12. **Publicity Committee.** A committee comprising of the following members was constituted for publicity of events carried out by the college and other related activities.

- a) Prof. A.A.Choudhary Convener 
- b) Prof. Asrar Ahmed Member 
- c) Prof. Murtaza Ahmed Member 

13. **Other issues.** All CCTV cameras, ACs, Computers and other electronic items should be made functional as they are required for the smooth teaching-learning process.

The meeting ended with a vote of thanks to the chair

Submitted by


 Dr. Mohd Shafiq
 Coordinator
 IQAC

Approved by


 Dr. Mohd Azam
 Principal
 Govt. ~~Principal~~ College
 Govt. Degree College
 Menda

1.  2.  3.  4.  5.  6. 

7.  8.  9.  10.  11.  12.  13.  14.  15.  16. 

INTERNAL QUALITY ASSURANCE CELL
GOVT. CHHOTAY SHAH MEMORIAL DEGREE COLLEGE, MENDHAR



Meeting Notice

17-05-2022

As desired by worthy Principal, all the permanent teaching staff are required to attend an urgent meeting scheduled to be held today on 17-05-2022 at 2:00pm in MOOC Room of the college. The Agenda points of the meeting are as under:-

1. Start of class work and allied issues.
2. Punctuality and accountability.
3. Developmental plan of the institution for the academic year 2022-23
4. Projection of Developmental requirements
5. Constitution of Committees.
6. Updation of College Website.
7. Other NAAC related issues.

Dr. Mohd Shafiq
Coordinator
IQAC
Govt.CSM Degree College
Mendhar

INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MUNITES OF THE MEETING DATED 17-05-2022

A meeting of the following permanent teaching staff was held on 17-05-2022 at 2:00pm under the chairmanship of Dr. Mohd Azam, Principal of the College. The Agenda of the meeting was as under:-

AGENDA POINTS

- 1. Start of class work and allied issues**
- 2. Punctuality and accountability.**
- 3. Developmental plan of the institution for the academic year 2022-23.**
- 4. Projection of departmental requirements.**
- 5. Constitution of committees.**
- 6. Updation of College website.**

After threadbare discussion on all the agenda points, it was unanimously resolved point-wise as under:-

- 1. Start of class work and allied issues:-** The class work of all the semester shall be started just day after completion of Examination of the respective semester as all the semester classes are already late due to Covid-19. It was also decided that the time table for the ensuing semester shall remain the same as it was in the odd semesters.
- 2. Punctuality and accountability.** Dr. Mohd Azam, Principal, directed all the staff members to be punctual and sincere towards their duties and complete all the assigned work in accordance to the time frame allotted for the completion of task.


3. **Developmental plan of the institution for the academic year 2022-23.** A developmental plan shall be formulated for the development of the college and for that a separate meeting shall be conducted with the Development committee.
4. **Projection of departmental requirements.** All the HoDs/Subjects teacher are directed to subject their requirements for the academic year 2022-23.
5. **Constitution of committees.** A separate meetings shall be arranged of all the teaching staff for the constitution of committees.
6. **Updation of College website.** The college website should be updated and for that a committee should be constituted and the entire staff shall cooperate the committee members for providing inputs for the updation of the website.

The meeting ended with a vote of thanks to the chair

Submitted by


 Dr. Mohd Shafiq
 Coordinator
 IQAC

Approved by


 Dr. Mond Azam
 Principal
 Govt Degree College
 Mendhar

1.  2.  3.  4.  5.  6.  7. 
 in Absence 15-10-22 9. 
 10. 
 11.     

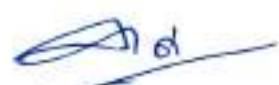


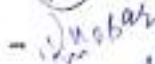


INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



Meeting Notice 09-03-2022

As desired by worthy Principal, all the permanent teaching staff are required to attend an urgent meeting scheduled to be held on 10-03-2022 at 11:30 am in BCA department regarding final discussion and submission of AQAR for the year 2020-21


Dr. Mohd Shafiq
Coordinator
IQAC
Govt. Degree College
Mendhar

- | | | |
|-----|---|-----|
| 1 | | |
| 2 | | 13- |
| 3 |  | 14- |
| 4- |  | 15- |
| 5- | | 16- |
| 6- | | 17- |
| 7- | | 18- |
| 8- | | 19- |
| 9- |  | |
| 10- |  | |
| 11 |  | |
| 12 |  | |

INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MUNITES OF THE MEETING DATED 09-03-2022

A meeting of all the teaching staff was held on 18-02-2022 at 11-30am in BCA Department of the college under the chairmanship of Prof. Daleep Kumar Raina Principal of the College. The Agenda of the Meeting was as under:-

Agenda

- Final discussion and Submission of AQAR for year 2020-21.

The following staff members attended the meeting.

S.No	Name	Designation
1	Prof. ShokitHussain	Associate Professor
2	Prof. SaleemAyazArif	Associate Professor
3	Prof. A.A.Choudhary	Assistant Professor
4	Prof. JavidManzoor	Assistant Professor
5	Prof. Mohd Akram	Assistant Professor
6	Dr. Ajaz Ahmed	Assistant Professor
7	Prof. Rizwan Ahmed Khan	Assistant Professor
8	Prof. WaseemAkram	Assistant Professor
9	Dr. RifatNazKousar	Assistant Professor
10	Dr. Asad Imran	Assistant Professor
11	Dr. Zulfiqar Ali Shah	Assistant Professor
12	Dr. Tabarak Amin Khan	Assistant Professor
13	Dr. Shakeel Ahmed	Assistant Professor
14	Prof. Murtaza Ahmed	Assistant Professor
15	Prof. Asrar Ahmed	Assistant Professor
16	Prof. Mohd Razaq	Assistant Professor
17	Mr. Mohd Alyas	PTI

Dr. Mohd Shafiq, Coordinator welcomed the staff members in the meeting. Prof. Waseem Head Department of Computer Application presented before faculty members all matrices of each criteria one by one and discussed all criterions line by line and finally approved for submission to NAAC.

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

OFFICE OF THE PRINCIPAL, GOVERNMENT DEGREE COLLEGE MENDHAR

(NAAC Accredited with "B" Grade)

No: GDCM/Est./22/90

Dated: 18-02-2022



Order

All the teaching staff are directed to attend an important meeting today at 12:30 PM, in Principal Chamber.

[Signature]
Principal
Govt. Degree College
Mendhar

[Signature] 18/2/2022
Principal
Degree College
Mendhar

[Signature]

INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MUNITES OF THE MEETING DATED 18-02-2022

A review meeting of all the teaching staff was held on 18-02-2022 at 12-30am in Principal Chamber 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 2020-21.

The following staff members attended the meeting.

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

Office of the Principal Govt. CSM Degree College Mendhar
NAAC Accredited Grade "B"

No: GDCMP/Est/21/
Dated: - 17-12-2021



NOTICE

All the staff members are directed to attend an urgent meeting regarding preparation and submission of AQAR 2020-21 in the office Chamber of undersigned today on 17th of December 2021 at 12:00PM.

Prof. Deep Kumar Raina
Principal
Govt. Degree College
Mendhar

INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



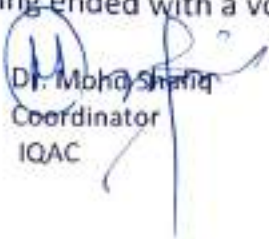
MUNITES OF THE MEETING DATED 17-12-2021


A meeting of all the teaching staff was held today on 17-12-2021 at 12:00NOON 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 2020-21.

The following staff members attended the meeting.

S.No	Name	Designation
1	Dr. BaghHussain	Associate Professor
2	Prof. ShokitHussain	Associate Professor
3	Prof. SaleemAyazArif	Associate Professor
4	Prof. A.A.Choudhary	Assistant Professor
5	Prof. JavidManzoor	Assistant Professor
6	Prof. Mohd Akram	Assistant Professor
7	Dr. Ajaz Ahmed	Assistant Professor
8	Prof. Rizwan Ahmed Khan	Assistant Professor
9	Prof. WaseemAkram	Assistant Professor
10	Dr. RifatNazKousar	Assistant Professor
11	Dr. Asad Imran	Assistant Professor
12	Dr. Zulfiqar Ali Shah	Assistant Professor
13	Dr. Tabarak Amin Khan	Assistant Professor
14	Dr. Shakeel Ahmed	Assistant Professor
15	Prof. Murtaza Ahmed	Assistant Professor
16	Prof. Asrar Ahmed	Assistant Professor
17	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



MUNITES OF THE MEETING DATED 11-11-2021

A meeting of the following permanent teaching staff was held today on 11-11-2021 at 1:00pm 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.

purchase committee was directed to strictly adhere the norms of purchasing and give priority to the students during all purchases.

4. **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. Saleem Ayaz Arif	Associate 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	Dr. Zulfiqar Ali Shah	Assistant Professor
13	Dr. Tabarak Amin Khan	Assistant Professor
14	Dr. Shakeel Ahmed	Assistant Professor
15	Prof. Murtaza Ahmed	Assistant Professor
16	Prof. Asrar Ahmed	Assistant Professor
17	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
 Mandhar

INTERNAL QUALITY ASSURANCE CELL

GOVT. DEGREE COLLEGE, MENDHAR



Meeting Notice

20-10-2021

As desired by worthy Principal, a meeting of IQAC with College Library Committee is scheduled to be held on 20-10-2021 at 1:00pm 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. ShokitHussain
2. Prof. SaleemAyazArif
3. Prof. JavedManzoor
4. Dr. Mahroof Khan
5. Dr. Ajaz Ahmed
6. Prof. Rizwan Ahmed Khan

➤ **College Library Committee**

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

Dr. Mohd Shafiq
Coordinator
IQAC

Govt. Degree College
Mendhar

INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MUNITES OF THE MEETING DATED: 20-10-2021

A meeting of the following permanent teaching staff was held today on 20-10-2021 at 1:00pm 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

1. Prof. ShokitHussain
2. Prof. SaleemAyazArif
3. Prof. JavedManzoor
4. Dr. Mahroof Khan
5. Dr. Ajaz Ahmed
6. Prof. Rizwan Ahmed Khan

➤ College Library Committee

1. Prof. A.A.Choudhary
2. Prof. WaseemAkram
3. Prof. Murtaza Ahmed
4. 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. 02Almirahfor the safety of books shall be purchased during the session 2021-22.
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 2021-22.
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
Principal
Prof. Saleem Kumar Raina
Govt. Degree College,
Mendhar
Govt. Degree College
Mendhar