

INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



Meeting Notice 17-07-2019

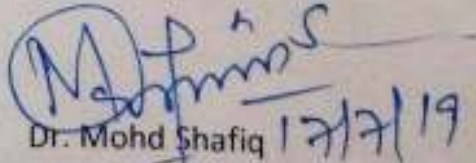
As desired by worthy Principal, all the teaching staff members are required to attend an urgent meeting in MOOC room of the college on 17-07-2019 at 1:00pm sharp. The agenda of the meeting is as under.

AGENDA POINTS

1. Start of class work and allied issues
2. Election/selection of staff representative.
3. Election of students Union.
4. Developmental Plans of the institution for the academic year 2019-20.
5. Projection of departmental requirements.
6. Constitution of committees.
7. Updation of college website.
8. Preparation of annual plan for co-curricular and extra-curricular activities.

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Dr. Mohd Shafiq
Coordinator
IQAC
Govt. Degree College
Mendhar

INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MUNITES OF THE MEETING DATED 17-07-2019

A meeting of all the permanent teaching staff was held today on 17-07-2019 at 1:00pm under the chairmanship of Dr. Abdul Raouf, Principal of the college. The Agenda of the meeting is as under:-

AGENDA POINTS

1. Start of class work and allied issues
2. Election/selection of staff representative.
3. Election of students Union.
4. Developmental Plans of the institution for the academic year 2019-20.
5. Projection of departmental requirements.
6. Constitution of committees.
7. Updation of college website.
8. Preparation of annual plan for co-curricular and extra-curricular activities.

Prof. Shokit Hussain, staff secretary welcomed all the staff members and assured the chair for full cooperation of the staff for the ensuing session. Dr. Mohd Shafiq, Coordinator IQAC read out the agenda points of the meeting. He also extended thanks to all the staff members for their cooperation to college administration in all the matters. After threadbare discussion on all the Agenda, it was unanimously point-wise resolved as under-

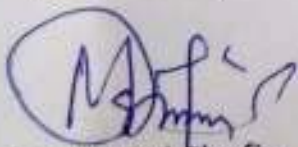
1. **Start of class work and allied issues.** The class work should be started in the coming week and the chair directed the Time Table committee to frame Time table within two days positively. He also directed all the concerned committees to ensure the availability of all the required items via I. Card, attendance Register, Chalk, markers etc within a week's time. For that all codal formalities must be completed.


2. **Election/selection of staff representative.** Dr. Mohd Shafiq , Coordinator IQAC put the idea of continuing the staff Secretary and the entire staff unanimously selected Prof. Shokit Hussain as Staff Secretary for the session 2019-20.
3. **Election of students Union.** It was decided that election of the students Union will be conducted in the third week of next month after completion of admission process of all the semesters.
4. **Developmental/procurement and up gradation Plans of the institution for the academic year 2019-20.** All the concerned committees/departments were directed to submit the proposal for the year 2019-20 for the procurement/ purchase of items. ~~The sports committee was~~
5. **Projection of departmental requirements.** The development committee proposed some developmental projects for onward submission to the concerned quarters and chair approved the same. The main Projects were (i) start of Construction work of Girls Hostel (ii) Start of Construction Work of Class Rooms (iii) Projection for the Start of Construction of Science Block (iv) Projection for the construction of Multipurpose Hall.
6. **Constitution of committees.** It was decided that the committees will be constituted afresh and staff secretary and coordinator IQAC will submit proposal for the constitution of different committees for the session 2019-20 will the consultation/willingness of the entire staff.
7. **Updating of college website.** All the staff members/ committees were directed to submit the required information for updating the college website immediately to Prof. Waseem Akram, College Website In charge as and when he desires. He is also directed to speed up the updation work of website so as to enable the stakeholders to get information of the college.
8. **Preparation of annual plan for co-curricular and extra-curricular activities.** The NSS Programme Officer, NCC officer, Convener Literary activities committee, convener Sports committee and other concerned committees and departments were directed to formulate calendar for carrying out activities during the academic year 2019-20.

The following members attended the meeting.

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

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


 Dr. Mohd Shafiq
 Coordinator
 IQAC


 Dr. Abdul Raouf
 Principal
 Govt. Degree College
 Mendhar

INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



Meeting Notice 17-07-2019

As desired by worthy Principal, all the non-teaching staff of the college are required to attend an urgent meeting in MOOC room of the college on 17-07-2019 at 2:00pm sharp. The agenda of the meeting is as under.

AGENDA POINTS

1. Punctuality and accountability
2. Election/selection of staff representative.

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[Handwritten signatures in blue ink, including names like 'Sali', 'Feroze', 'Siddiqi', 'Amjad Ali', 'Gourab', 'Munir', and 'Sikhan']

[Handwritten signature of Dr. Mohd Shafiq]
Dr. Mohd Shafiq
Coordinator
IQAC
Govt. Degree College
Mendhar

INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MUNITES OF THE MEETING DATED 17-07-2019

A meeting of all the non-teaching staff of the college was held today on 17-02-2019 at 2:00pm under the chairmanship of Dr. Abdul Raouf, Principal of the college. The Agenda of the meeting is as under:-

AGENDA POINTS

1. Punctuality and accountability.
2. Election/selection of staff representative.
1. **Punctuality and Accountability.** Mr. Mohd Rashid, staff representative welcomed all the staff members and assured the chair for full cooperation of the staff for the ensuing session. Dr. Mohd Shafiq, Coordinator IQAC read out the agenda points of the meeting. He also extended thanks to all the staff members for their cooperation to college administration in all the matters. Dr. Abdul Raouf, Principal of the college impressed upon the entire staff for punctuality and accountability. The problems being faced by staff was listen by the chair and assured the staff for toto redressal. The chair directed the staff to take full benefit of already installed computers in their departments and learn the basics of computer so that they can help the college administration in the official works. Further the staff assured the chair for speedy completion of all the respective assigned work and the chair thanked for the gesture shown by the staff.
2. **Election/selection of staff representative.** Mr. Mohd Azam , Accountant proposed for the continuation the staff representative and the entire staff


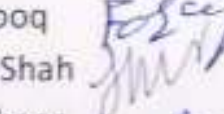
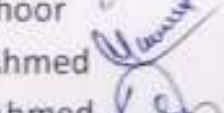
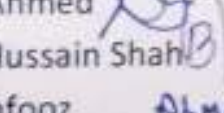
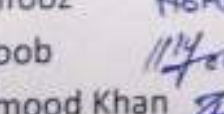
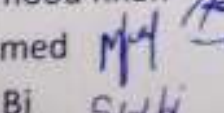
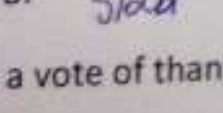
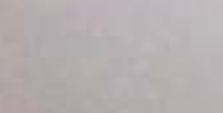
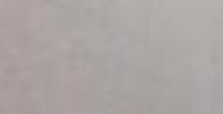
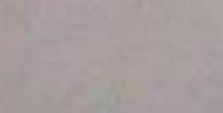


unanimously selected Mr. Mohd Rashid as Staff representative for the session 2019-20.

The following members attended the meeting.

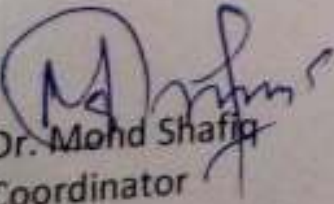
A) Permanent Staff

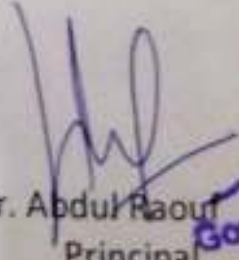
1. Mr. Mohd Azam 
2. Mr. Mohd Rashid 
3. Mr. Javaid Ahmed Khan 
4. Ms. Avneet Kour 
5. Mr. Rayees Ahmed 
6. Mr. Waqar Ahmed 
7. Mr. Ahsan Ahmed 
8. Ms. Saima Kouser 
9. Mr. Rakesh Singh 

B) Daily Wages Workers

1. Mr. Shokit Ali 
2. Mr. Alyas Ahmed 
3. Mr. Mohd Farooq 
4. Mr. Fakhar Ali Shah 
5. Mr. Rahoof Zahoor 
6. Mr. Mukhtar Ahmed 
7. Mr. Mushtaq Ahmed 
8. Mr. Basharat Hussain Shah 
9. Mr. Abdul Mahfooz 
10. Mr. Mohd Yaqoob 
11. Mr. Tahir Mahmood Khan 
12. Mr. Fareed Ahmed 
13. Mrs. Shakeela Bi

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


Dr. Mohd Shafiq
Coordinator
IQAC


Dr. Abdul Raouf
Principal
Govt. Degree College
Mendhar

INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, MENDHAR

MEETING NOTICE
Dated: 22-10-2019

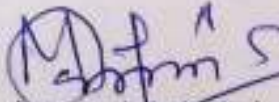
As desired by worthy Principal, a meeting of IQAC with College Library committee is scheduled to be held on 23-10-2019 at 2:00pm in MOOC centre of the college. The following members of both the committees are required to attend the same on scheduled date and time. The agenda of the meeting is to discuss the problems of the college Library being faced by staff and the students and their solutions thereof.

➤ Internal Quality Assurance Cell

1. Prof. Shokit Hussain
2. Prof. Sharshad 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 Ahmed
3. Prof. Murtaza Ahmed
4. Ms. Lakshmi Devi
5. Mr. Rayees Ahmed


(Dr. Mohd Shafiq) 22/10/19.
Co-ordinator IQAC
Govt. Degree
College
Mendhar

INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MUNITES OF THE MEETING DATED 22-10-2019

A meeting of the following permanent teaching staff was held today on 23-10-2019 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 Committee

The following staff attended the meeting.

➤ 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. Ms. Lakshmi

5. Mr. Rayees Ahmed

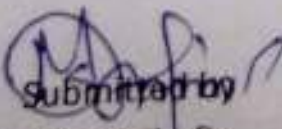
on leave

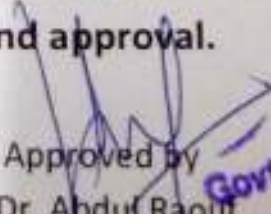
Dr. Mohd Shafiq, Coordinator welcomed the staff members in the meeting. After thorough discussion on the agenda point, it was unanimously resolved that:-

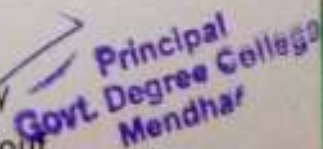
1. 10 Almirah for the safety of books shall be purchased during the session 2019-20.
2. The books available in the library shall be arranged for automation purposes and the library committee will device a roaster of staff for arranging the books as required for the automation.
3. The news papers already proposed will be subscribed for the session 2019-20.
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 and introduction of the students in the respective subject and the 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
Dr. Abdul Raouf
Principal
Govt. Degree College
Mendhar


Principal
Govt. Degree College
Mendhar

INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



Meeting Notice 30-10-2019

As desired by worthy Principal, a meeting of IQAC with College Development Committee is scheduled to be held on 30-10-2019 at 11:30am 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 developmental work of the college.

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

Dr. Bagh Hussain (Co-opted member) is also requested to attend the said meeting

Dr. Mohd Shafiq
Coordinator
IQAC

Govt. Degree College
Mendhar

INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MUNITES OF THE MEETING DATED 30-10-2019

A meeting of the following permanent teaching staff was held today on 30-10-2019 at 11:30am under the chairmanship of Dr. Mohd Shafiq, Coordinator IQAC. The Agenda of the meeting is as under:-

AGENDA POINTS

1. Developmental work of the College.

The following staff attended the meeting.

1. Prof. Shokit Hussain
2. Prof. Sarshad Hussain
3. Prof. A.A.Choudhary
4. Dr. Mohammad Latief
5. Prof. Javed Manzoor
6. Dr. Mahroof Khan
7. Dr. Ajaz Ahmed
8. Prof. Waseem Akram
9. Dr. Bagh Hussain (Co-opted member)

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

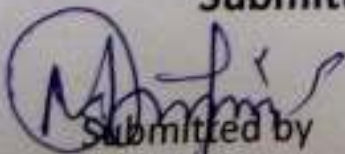
1. The construction work of the Girls Hostel would be started at an earliest and for this purpose the concerned executing authority shall be contacted and approached for the early start of the work.
2. As there is dire need of the class rooms, the proposal already submitted to the concerned quarter must be

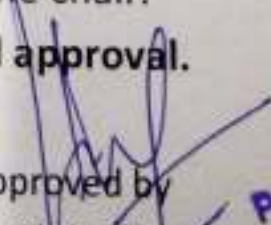
realized and for this purpose the concerned executing Agency is asked to start the work at an earliest.

3. Up gradation of Departmental Laboratory is urgently required and the concerned Administrative Department be approached for realization of Funds so that this work can be done.
4. There is an acute need for Procurement/ purchase of departmental items and for this purpose a demand of requirement be got from all the department within a week's time so that the same may be projected to the administrative department.
5. As the faculty members are preparing for lectures, a separate Cabin for faculty of Political Science is made for their smooth and efficient working.
6. Projects/DPRs for the construction of Multipurpose Hall, Indoor sports Stadium and Science Block of the College are got so that the same may be submitted to Administrative Department for realization.
7. The repair and renovation work of the college required to be done and for this purpose communication for the execution of the work be done at an earliest.

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
Dr. Abdul Raouf
Principal
Govt. Degree College
Mendhar




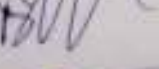
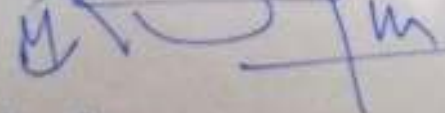

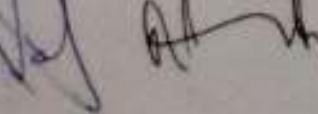
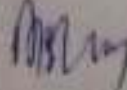
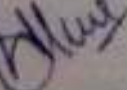

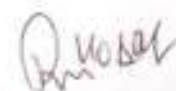
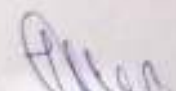

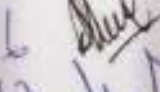


INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, MENDHAR
(NAAC ACCREDITED, 'B' GRADE)



MEETING NOTICE
Dated: 27-11-2019

As desired by worthy Principal, all the permanent staff members(teaching) shall make it convenient to attend an urgent meeting on 27-11-2019 at 12.00 noon in MOOC centre regarding preparation of annual quality assurance report(AQAR) to be submitted to NAAC in the month of march 2020.


(Dr. Mohd Shafiq)
Co-ordinator IQAC
Govt. Degree
College
Mendhar

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INTERNAL QUALITY ASSURANCE CELL
GOVT. DEHGREE COLLEGE, MENDHAR
 (NAAC ACCREDITED, 'B' GRADE)



MINUTES OF THE MEETING DATED ON 27-11-2019

A meeting of the teaching staff with IQAC was held on 27-11-2019 under the chairmanship of worthy Principal Dr. Abdul Raouf regarding the preparation of Annual Quality Assurance Report for the academic session 2019-20. Almost all the staff members were present in the meeting.

After thorough discussion and deliberation on the agenda, it was unanimously resolved that:-

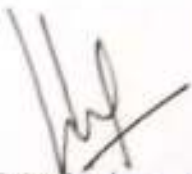
1. The criteria-wise allocation of duties is assigned to the staff as per the detail given below.

S. No.	Criteria	Title	Name of the Teacher
01	I	Curricular Aspects	Prof. Javed Manzoor
			Dr. Tabarak Amin Khan
02	II	Teaching-Learning and Evaluation	Prof. Mohd Akram
			Prof. Murtaza Ahmed
			Dr. Rehfit Naz Ko
03	III	Research, Innovations and Extension	Dr. Mahroof Ahmed
			Dr. Zulfaqar Hussain Shah
04	IV	Infrastructure and Learning Resources	Prof. Shokit Hussain
			Dr. Shakeel Ahmed
05	V	Students Supports and Progression	Prof. Ayaz Ahmed Chuodhary
			Dr. Jameel Ahmed
06	VI	Governance, Leadership and Management	Prof. Sharshad Hussain
			Mr. Mohd Alyas (PTI)
07	VII	Institutional Values and Best Practices	Dr. Mohd Latief
			Dr. Ajaz Ahmed

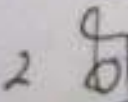

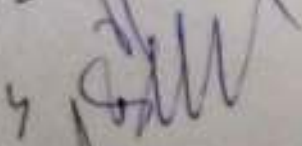
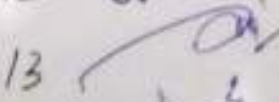
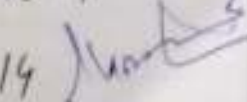
1. The respective team of each criterion will study the literature supplied to them and highlight the areas where the improvement is

- required and give suggestions/ recommendations for the improvement to the IQAC/Worthy Principal.
2. The teams will coordinate each other and committees/ Departments for carrying out all the activities in the college so that the weak areas of the college will be strengthened and improved well before the drafting of the report.
 3. All the departments and committees/units/clubs etc. will carry out the activities in speedy manner for enriching the report.
 4. All the respective Team/department/ committees/units/clubs etc. will maintain the record as per the requirement of the NAAC.
 5. The possible supportive material will be provided to all the teams/ departments for the preparation of the report and carrying out other activities in the department/ committees.
 6. All the officials dealing will office work and departments/library will provide all the logistic support to the teams during the entire period and keep all the record ready well in time in order make the hassle free environment .

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


 Principal
 Govt. Degree College
 No. 11

Signature of the Staff members

- | | |
|---|--|
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ORDER

In the interest of administration and for the preparation and documentation of the Annual Quality Assurance Report (AQAR) for the session 2019-20, the criteria-wise allocation of duties of staff is hereby made with immediate effect.

S.No	Criteria	Title	Name of the teacher	Signature of the teacher
01	I	Curricular Aspects	Prof. Javed Manzoor	
			Dr. Tabarak Amin Khan	
02	II	Teaching-Learning and Evaluation	Prof. Mohd Akram	
			Prof. Murtaza Ahmed	
			Dr. Rehfit Naz Kogor	
03	III	Research, Innovations and Extension	Dr. Mahroof Ahmed Khan	
			Dr. Zulfaqar Hussain Shah	
04	IV	Infrastructure and Learning Resources	Prof. Shokit Hussain	
			Dr. Shakeel Ahmed	
05	V	Student Support and Progression	Prof. Ayaz Ahmed Chuodhary	
			Dr. Jameel Ahmed	
06	VI	Governance, Leadership and Management	Prof. Sharshad Hussain	
			Mr. Mohd Alyas (PTI)	
07	VII	Institutional values and Best Practices	Dr. Mohd Latief	
			Dr. Ajaz Ahmed	

Technical Support Committee

1. Prof. Waseem Akram
2. Mohd Azam, Accountant
3. Mr. Javed Ahmed Khan, Jr. Assistant

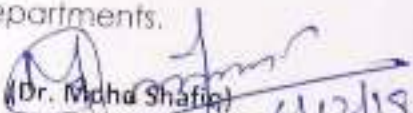
(Dr. Abdul Raouf)
 Principal
 Govt. Deg. Coll. Mendhar
 Principal
 Govt. Degree College
 Mendhar

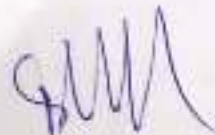

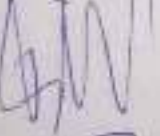


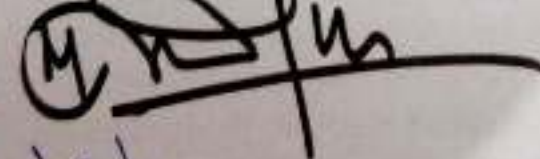


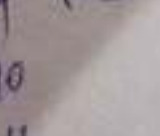
INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, MENDHAR
(NAAC ACCREDITED, 'B' GRADE)

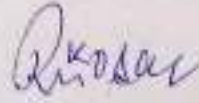
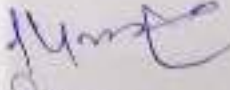
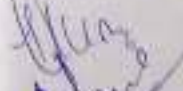





MEETING NOTICE
Dated: 06-12-2019

As desired by worthy Principal, all the permanent staff members (teaching) shall make it convenient to attend an urgent meeting on 06-12-2019 at 11.30 am in MOOC centre regarding developmental works of the college, purchase of books/ periodicals and other materials/supplies and machinery/equipments for the respective subjects/departments.


(Dr. Mohd Shafiq)
Co-ordinator IQAC
Govt. Degree
College
Mendhar
6/12/19

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INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MUNITES OF THE MEETING DATED 06-12-2019

A meeting of the following permanent teaching staff was held today on 06-12-2019 at 1:00pm under the chairmanship of Dr. Abdul Raouf, 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 chair review the minutes of the meeting already held on 30-10-2019. The development committee of the college again submitted the proposal already communicated/submitted to the chair on 30-12-2019. Furthermore, 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.

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. Moreover, the chair recommended to purchase water cooler for common use and stools for laboratory use.

The following staff members attended the meeting.

S.No	Name	Designation	Signature
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	leave
9	Dr. Ajaz Ahmed	Assistant Professor	by
10	Prof. Waseem Akram	Assistant Professor	
11	Dr. Rifat Naz Kousar	Assistant Professor	
12	Dr. Zulfiqar Ali Shah	Assistant Professor	leave
13	Dr. Shakeel Ahmed	Assistant Professor	
14	Dr. Tabarak Amin Khan	Assistant Professor	
15	Prof. Murtaza Ahmed	Assistant Professor	
16	Dr. Jameel Ahmed	Assistant Professor	
17	Mr. Mohd Alyas	PTI	

Meeting ended with a vote of thanks to the chair

Dr. Ali Ghoshani
Coordinator
IQAC

Dr. Abdul Rauf
Principal
Govt. Degree College
Mandhar


INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, MENDHAR
(NAAC ACCREDITED, 'B' GRADE)

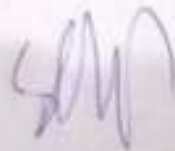


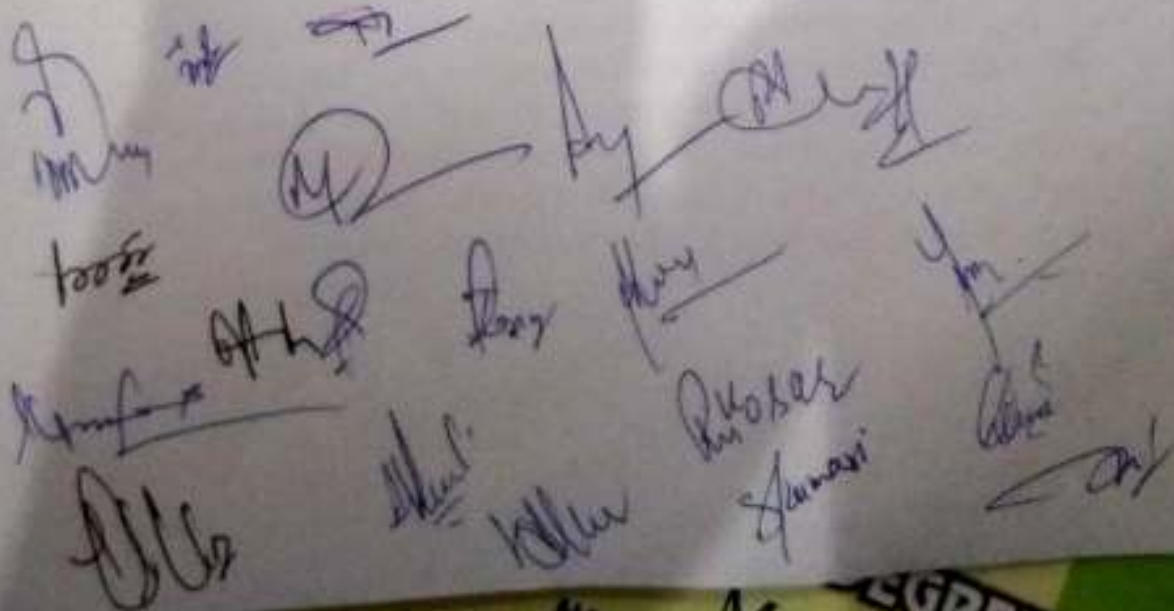
MEETING NOTICE
Dated: 22-01-2020

As desired by worthy Principal, all the staff members(teaching) shall make it convenient to attend an urgent meeting on 22-01-2020 at 2.00 pm in MOOC centre regarding the subject-wise submission of proposals to higher Education Department for carrying out camps, seminars and other activities for this academic year and also to discuss other academic related issues.

The matter is treated as most urgent.


(Dr. Mohd Shafiq)
Co-ordinator IQAC
Govt. Degree
College
Mendhar
22/01/20





INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MUNITES OF THE MEETING DATED 22-01-2020

A meeting of the following permanent teaching staff was held today on 22-01-2020 at 2:00pm under the chairmanship of Dr. Abdul Raouf, Principal of the College. The Agenda of the meeting is as under:-

1. Subject-wise activities in the College.
2. Syllabus Completion Review.
3. Sports Festival Event.

Dr. Mohd Shafiq, Coordinator welcomed the staff members in the meeting. After thorough deliberations on the agenda point and need of the departmental activities in the college to be submitted to Higher education Department, it was impressed upon all the departmental Heads to submit a proposal for carrying out camps, seminars, symposia, debates, quizzes, essay writing competition and other co-curricular activities for the year 2019-20 within two days and start the activities immediately.

2. **Syllabus Completion Status.** Moreover, the principal got the status of completion of syllabus of the respective subjects from the concerned heads and directed the faculty to complete the syllabus well in time.
3. **Sports Festival Event.** The chair impressed upon the college sports committee and physical Training Instructor(PTI) to work hard and encourage the students to participate in sports activities as they have a lot of potential in the field. He directed them to get the students prepared in all the games for the forth coming sports festival to be sponsored by Higher Education Department in the coming month and ensure full participation of the male and female students in all the games. Ha also gave directions to the entire staff for their cooperation and encouragement to the students in the coming Sports Festival.

The following staff members attended the meeting.

S.No	Name	Designation	Signature
1	Dr. Bashir Hussain	Associate Prof	
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. Waseem Akram	Assistant Professor	
11	Dr. Rifat Naz Kousar	Assistant Professor	
12	Dr. Zulfiqar Ali Shah	Assistant Professor	
13	Dr. Shakeel Ahmed	Assistant Professor	
14	Dr. Tabarak Amin Khan	Assistant Professor	
15	Prof. Murtaza Ahmed	Assistant Professor	
16	Dr. Jameel Ahmed	Assistant Professor	
17	Mr. Mohd Alyas	PTI	

Meeting ended with a vote of thanks to the chair

Dr. Mohd Shafiq
 Coordinator
 IQAC

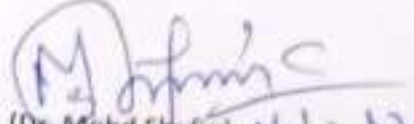
Dr. Abdul Raouf
 Principal
 Govt. Degree College
 Mendhar

INTERNAL QUALITY ASSURANCE CELL
GOVT. DEGREE COLLEGE, MENDHAR
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



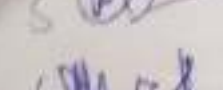

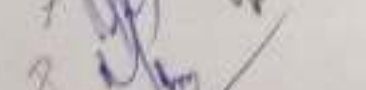
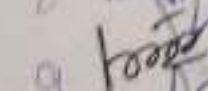
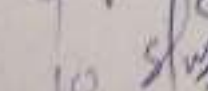
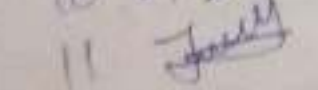
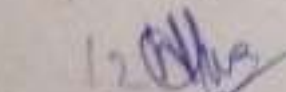
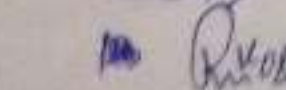




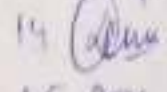
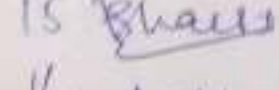
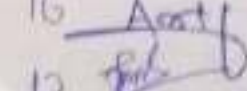

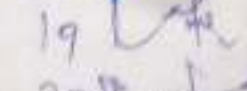
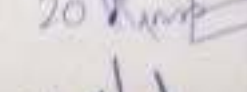
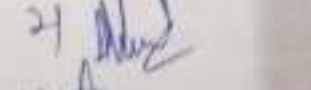


MEETING NOTICE
Dated: 04-02-2020

As desired by worthy Principal, all the staff members (teaching) shall make it convenient to attend an urgent meeting on 04-02-2020 at 2.00 pm in MOOC centre for interaction of the staff with him and also to discuss other academic and allied issues.


(Dr. Mohd Shafiq) 04/2/20
Co-ordinator IQAC
Govt. Degree
College
Mendhar

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INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MUNITES OF THE MEETING DATED 04-02-2020

A meeting of all the teaching staff was held today on 04-02-2020 at 2:00pm under the chairmanship of Prof. Daleep Kumar Raina, Principal of the college. The Agenda of the meeting is as under:-

1. Interaction with Staff
2. Status of Syllabus completion.
3. Committees and Their achievements
4. Developmental Works Status.
5. Purchase and Procurement Status.

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

- 1. Interaction with Staff.** At the very out set of the meeting, the seniormost faculty member and Former In charge Principal of the College, Dr. Abdul Raouf, welcomed the Principal, Prof. Daleep Kumar Raina. As it is the first meeting of the newly posted Principal, Prof. Shokit Hussain, Staff Secretary introduced the entire Staff to the Principal and extended full support to the chair on behalf of staff. The principal thanks to the staff. Later, the principal interacted with faculty one by one. He impressed upon all the faculty work with keen interest and enthusiasm.
- 2. Status of Syllabus completion.** The chair inquired out syllabus completion status and directed the faculty for timely completion of syllabus.
- 3. Committees and Their achievements.** He also gave a look on all the already constituted committees and approved the committees without any change.
- 4. Developmental Works Status.** The chair inquired about the projects/ works running in the college and directed the concerned committee to follow up for their early completion. He also inquired about the projects whose DPRs were submitted for approval.

5. **Purchase and Procurement Status.** The chair got first and status of the purchase of material in the college and directed the concerned committee to gear up the assignment and time purchase the material after completing all the codal formalities and utilize all the allotted grants well in time.

The following staff members attended the meeting.

S.No	Name	Designation	Signature
1	Dr. Abdul Raouf	Associate Professor	
2	Dr. Bagh Hussain	Associate Professor	
3	Prof. Shokit Hussain	Associate Professor	
4	Prof. Sarshad Hussain	Assistant Professor	
5	Prof. A.A.Choudhary	Assistant Professor	
6	Dr. Mohammad Latief	Assistant Professor	
7	Prof. Javid Manzoor	Assistant Professor	
8	Dr. Mahroof Khan	Assistant Professor	
9	Prof. Mohd Akram	Assistant Professor	
10	Dr. Ajaz Ahmed	Assistant Professor	
11	Prof. Waseem Akram	Assistant Professor	
12	Dr. Rifat Naz Kopsar	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



MUNITES OF THE MEETING DATED 14-02-2020

A meeting of all the teaching staff was held on 14-02-2020 at 2:30pm 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 2018-19.

The following staff members attended the meeting.

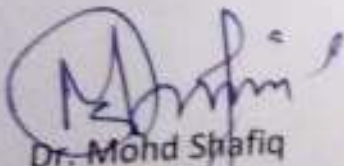
S.No	Name	Designation	Signature
1	Dr. Abdul Raouf	Associate Professor	
2	Dr. Bagh Hussain	Associate Professor	
3	Prof. Shokit Hussain	Associate Professor	
4	Prof. Sarshad Hussain	Assistant Professor	
5	Prof. A.A.Choudhary	Assistant Professor	
6	Dr. Mohammad Latief	Assistant Professor	
7	Prof. Javid Manzoor	Assistant Professor	
8	Dr. Mahroof Khan	Assistant Professor	
9	Prof. Mohd Akram	Assistant Professor	
10	Dr. Ajaz Ahmed	Assistant Professor	
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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	

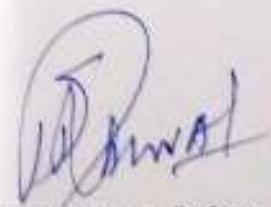
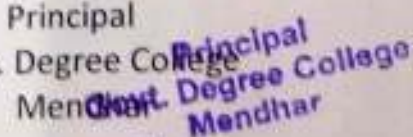
Dr. Mohd Shafiq, Coordinator welcomed the staff members in the meeting. Dr. Mohd Shafiq, Coordinator IQAC narrated the need and importance of Annual Quality Assurance Report(AQAR) which should be submitted to NAAC every year by all Accredited Institution as per the format prescribed. He said that AQAR 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.

As AQAR would be helpful to know the improvement of the institution after the accreditation, it was impressed upon the entire faculty to work on all the columns of the report and fill all the columns and tables as much as the institution can. No such column should be left blank where we can reflect the activity available with us and applicable to the institution.

All the criterions were 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


GOVT. DEGREE COLLEGE, MENDHAR

(NAAC ACCREDITED, 'B' GRADE)



MEETING NOTICE Dated: 04-02-2020

As desired by worthy Principal, all the staff members(non-teaching) shall make it convenient to attend an urgent meeting on 04-02-2020 at 2.30 pm in MOOC centre for interaction of the staff with him and also to discuss some issues of the college.

(Signature)
(Dr. Mohd Shafiq) 4/2/20
Co-ordinator IQAC
Govt. Degree
College
Mendhar

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INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MUNITES OF THE MEETING DATED 04-02-2020




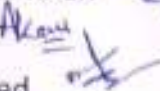





A meeting of all the non-teaching staff of the college was held today on 04-02-2020 at 2:30pm under the chairmanship of Prof. Daleep Kumar Raina, Principal of the college. The Agenda of the meeting is as under:-

AGENDA POINTS

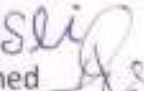
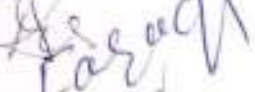






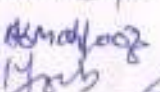
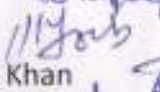


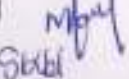
1. Punctuality and accountability.
2. Election/selection of staff representative.
1. **Punctuality and Accountability.** Mr. Mohd Rashid, staff representative welcomed all the staff members and assured the chair for full cooperation of the staff for the ensuing session. Dr. Mohd Shafiq, Coordinator IQAC read out the agenda points of the meeting. He also extended thanks to all the staff members for their cooperation to college administration in all the matters. Prof. Daleep Kumar Raina, Principal of the college impressed upon the entire staff for punctuality and accountability. The problems being faced by staff was listen by the chair and assured the staff for toto redressal. The chair directed the staff to take full benefit of already installed computers in their departments and learn the basics of computer so that they can help the college administration in the official works. Further, the staff assured the chair for speedy completion of all the respective assigned work and the chair thanked for the gesture shown by the staff.
2. **Daily Wages work's interaction.** The daily wages workers of the college were introduced by the Dr. Mohd Shafiq, coordinator IQAC. The chair directed all the workers to work upto the expectation of all the departments and offices where they are engaged for the purpose.

The following members attended the meeting.

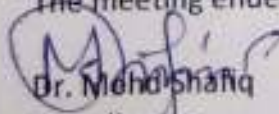
A) Permanent Staff


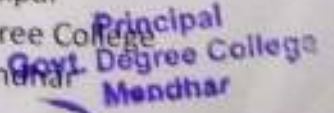
1. Mr. Mohd Azam 
2. Mr. Mohd Rashid 
3. Mr. Javaid Ahmed Khan 
4. Ms. Avneet Kour 
5. Mr. Rayees Ahmed 
6. Mr. Waqar Ahmed 
7. Mr. Ahsan Ahmed 
8. Ms. Saima Kouser 
9. Mr. Rakesh Singh 

B) Daily Wages Workers

1. Mr. Shokit Ali 
2. Mr. Alyas Ahmed 
3. Mr. Mohd Farooq 
4. Mr. Fakhar Ali Shah 
5. Mr. Rahoof Zahoor 
6. Mr. Mukhtar Ahmed 
7. Mr. Mushtaq Ahmed 
8. Mr. Basharat Hussain Shah 
9. Mr. Abdul Mahfooz 
10. Mr. Mohd Yaqoob 
11. Mr. Tahir Mahmood Khan 
12. Mr. Fareed Ahmed 
13. Mrs. Shakeela Bi 

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


Dr. Mehdi Shaqiq
Coordinator
IQAC


Prof. Daleep Kumar Raina
Principal
Govt. Degree College
Mendhar


INTERNAL QUALITY ASSURANCE CELL GOVT. DEGREE COLLEGE, MENDHAR



MEETING NOTICE DATED 17-02-2020

As desired by worthy Principal, all the staff members(teaching)shall make it convenient to attend an urgent meeting on 17-02-2020 at 2:00pm in MOOC Centre regarding preparation and submission of AQAR for the year 2018-19. Moreover, all conveners of different committee/ heads of different departments/ in charge of various Units/clubs and other fields are reuired to bring with them all the activities carried out during the session 2018-19 as per format given below,.

S.No	Name of the activity	Organizing Agency	Date and duration	Number of Participants/ beneficiaries

[Handwritten signatures and initials]

[Handwritten signature]

Dr. Mohd Shafiq
Coordinator
IQAC
Govt. Degree College
Mendhar

INTERNAL QUALITY ASSURANCE CELL

GOVT. DEGREE COLLEGE, MENDHAR



MUNITES OF THE MEETING DATED 17-02-2020

A meeting of all the teaching staff was held on 14-02-2020 at 2:30pm 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

- Review meeting of AQAR for the year 2018-19

The following staff members attended the meeting.

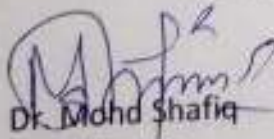
S.No	Name	Designation	Signature
1	Dr. Abdul Raouf	Associate Professor	
2	Dr. Bagh Hussain	Associate Professor	
3	Prof. Shokit Hussain	Associate Professor	
4	Prof. Sarshad Hussain	Assistant Professor	
5	Prof. A.A.Choudhary	Assistant Professor	
6	Dr. Mohammad Latief	Assistant Professor	
7	Prof. Javid Manzoor	Assistant Professor	
8	Dr. Mahroof Khan	Assistant Professor	
9	Prof. Mohd Akram	Assistant Professor	
10	Dr. Ajaz Ahmed	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	

At the very outset Dr. Mohd Shafiq, Coordinator IQAC welcomed the entire staff and again stressed upon the need and importance of AQAR. Then the Principal of the college, Prof. Daleep Kumar Raina inquired about the difficulties being faced by faculty regarding the preparation and submission of AQAR. Some queries were raised by faculty members and on that day again almost all the points of AQAR format were discussed and narrated in the meeting. The Principal of the college thanked and extend satisfaction to the work started by the faculty on the Preparation of AQAR for the year 2018-19. He appreciated the entire staff for their keen interest in the college affairs and extended full cooperation in all aspects to the staff for make this task a great success.

Moreover, the items required to be purchased for the benefit of students were also discussed in the meeting. A high power committee for free and fair purchase of items in the college was also proposed by the Coordinator, IQAC. The faculty members put their demands to the chair and the chair approved the genuine demands of the faculty and directed the purchase committee to purchase the items from GEM or inviting e-tender after completing all the codal formalities as per norms.

Further, the Principal directed the entire staff especially the establishment and accounts section, not to leave the station without prior permission of the chair as the time is limited and the institution has to purchase a lot of items for the college. The repair and renovation work required to be undertaken were also discussed and approved in the meeting. Tiling of footpaths and protection work of back side of bio-science/chemistry departments and canteen was also proposed by the faculty and the chair assured the members that the same will be projected to the concerned quarter at an earliest. The Principal directed the Beautification committee to look after the work being done by the gardener of the college and if required, additional workers will be engaged for the seedy work of beautification of campus. The concerned committee assured the chair that same will be followed and if additional help required, the demand will be placed within two days.

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
