IQAC SCS GDC Mendhar

MINUTES OF MEETING

HELD ON, 21ʳof January, 2025 AT 12:00 PM

A meeting of members of IQAC was held in the IQAC room on 21-01-2025 under the supervision of Dr Sarshad Hussain, Co-ordinator IQAC to discuss the agenda items.

Attendees: The following members attended the meeting.

S. NO.	NAME
1.	Mr. Sarshad Hussain
2.	Dr. Mahroof Khan
3.	Dr. Mohd Junaid Jazib
4.	Dr. Mohd Jameel
5.	Dr. Mohd Riaz
6.	Mr. Inam ul Haq
7.	Dr. Imtiyaz Ahmed Wani
8.	Dr. Jameel Ahmed
9.	Prof. Mohd Qasim Mir

1. **Commencement of meeting:**

   The meeting was declared open by the chair at 12:05 a.m.

2. **Opening remarks:** At the very outset of the meeting Prof. Sarshad Hussain, Co-ordinator IQAC, welcomed all the staff members for attending the meeting and brief the agenda items of the meeting.

3. **Discussions/Comments on Agenda of meeting:**

   The agenda items were taken for discussion. A threadbare discussion was held among all the staff members and the following decisions were taken unanimously. Their views, comments and responses are summarized below.

4. **Minutes of the meeting:** On the basis of the views, comments and responses of the staff members, the minutes of meeting are recorded as follows:

Agenda item: Students' feedback Analysis for the session 2023-24 and recommendation of action to be taken.
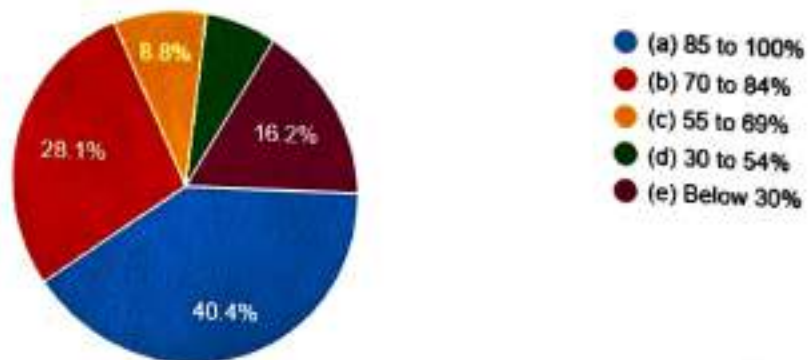
Question wise responses were extracted into percentage and depicted in charts as below for quick analysis;

Q.1.

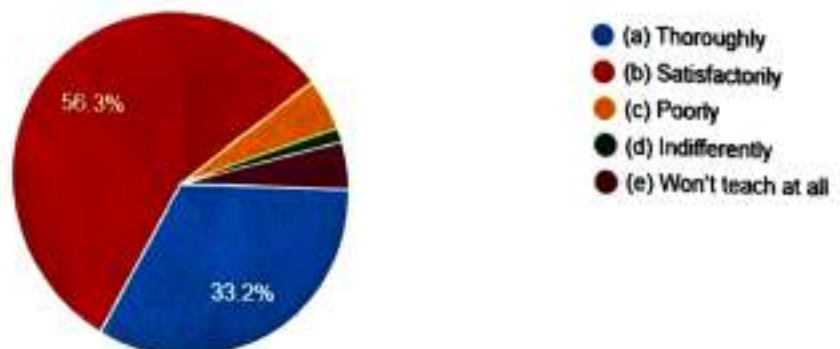Feedback

How much of the syllabus was covered in the class?

228 responses

8.8%
16.2%
28.1%
40.4%

- (a) 85 to 100%
- (b) 70 to 84%
- (c) 55 to 69%
- (d) 30 to 54%
- (e) Below 30%

Q.2.

How well did the teachers prepare for the classes?

229 responses

56.3%
33.2%

- (a) Thoroughly
- (b) Satisfactorily
- (c) Poorly
- (d) Indifferently
- (e) Won't teach at all

Q.3.

How well were the teachers able to communicate?

229 responses
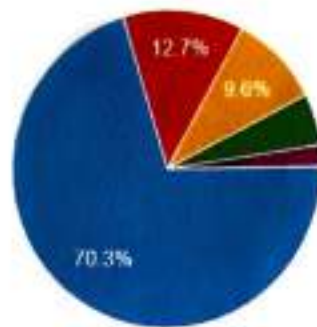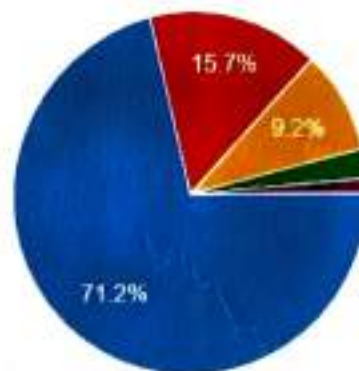

- a) Always effective
- (b) Sometimes effective
- (c) Just satisfactorily
- (d) Generally ineffective
- (e) Very poor communication

12.7%
9.6%
70.3%

Q.4.

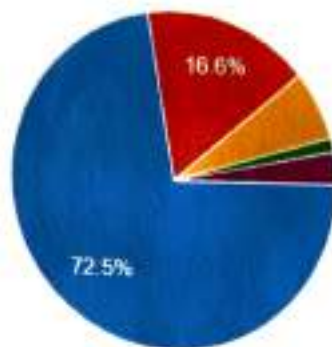The teacher's approach to teaching can best be described as:

229 responses

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Fair
- (e) Poor

15.7%
9.2%
71.2%

Q.5.

Fairness of the internal evaluation process by the teachers.
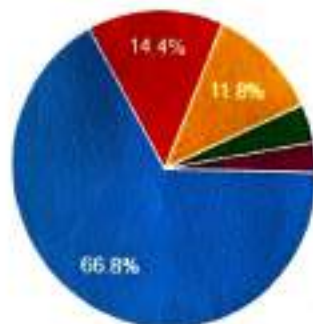
229 responses

- (a) Always fair
- (b) Usually fair
- (c) Sometimes unfair
- (d) Usually unfair
- (e) Unfair

16.6%

72.5%

Q.6.

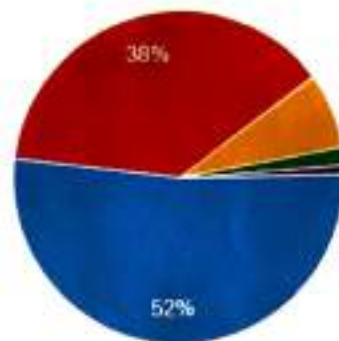Was your performance in assignments discussed with you?

229 responses

- (a) Every time
- (b) Usually
- (c) Occasionally/Sometimes
- (d) Rarely
- (e) Never

14.4%

11.8%

66.8%

Q.7.

The institution provides multiple opportunities to learn and grow.
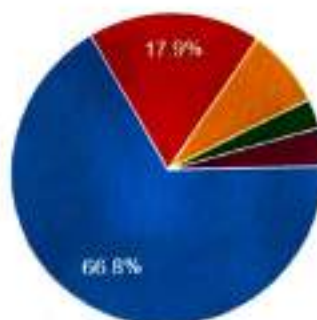
229 responses

- (a) Strongly agree
- (b) Agree
- (c) Neutral
- (d) Disagree
- (e) Strongly disagree

Q.

8.

Teachers inform you about your expected competencies, course outcomes, and program outcomes.
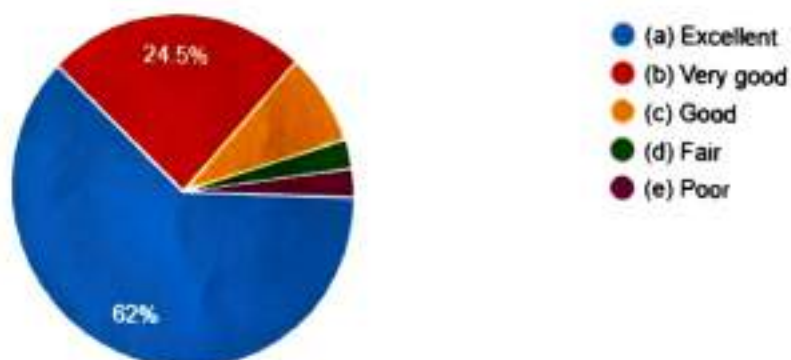
229 responses

- (a) Every time
- (b) Usually
- (c) Occasionally/Sometimes
- (d) Rarely
- (e) Never

Q.
9.

The overall quality of teaching-learning process in your institution is:

229 responses

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Fair
- (e) Poor

Q.
10.

Give three suggestions to improve the teaching-learning experience in your institution

229 responses

Suggestion received from the students are summarized below by avoiding the repetitions and sentences with no meanings. As such the original responses can be viewed directly from the downloaded .csv file of the google form.

Incorporate Technology and Interactive Tools
Encourage Collaborative Learning
Provide Regular Feedback and Mentorship

The teacher should not take the answer sheet from the students before the allotted time during exams, this had happened to me till now, hope this will not happen in future.
All the other supporting staff should do they their duties well, they should priorities service before self, they should behave respectfully to all students, and do they are work at time.
Teaching staff should take classes at time, not whenever they want, as per time table they should take .
Improvement in class environment, improvement in digital board in every class room, setup of air conditioner.
Incorporate Interactive Teaching Methods
Use technology like smart boards, educational apps, and virtual labs to make learning engaging.
Promote active learning through group discussions, case studies, and project-based assignments to enhance participation and retention.
Assess individual learning styles and offer tailored resources, such as additional tutorials for slower learners and advanced material for high achievers.
Establish research labs or innovation hubs where students and teachers can collaborate on new ideas.

Collaborate with industry experts for skill development sessions, internships, and career counseling.

Use better graphics & visual media to engage students well

Try to reach every student & ask for their doubt .

Make teaching a two way interaction.

Focus on conceptual clarity.

Encourage critical thinking.

Make lessons fun and memorable.

Every teacher required prepare test for every weak

Teachers should prepare the topic before teaching.

Uniform should not be compulsory.

Teachers should respect students as well.

Providing feedback on assignments and assessments for continuous improvement

Expansion of smart classrooms to more classrooms.

Regular training programs for professors to update their knowledge, teaching methods and technological skills , ensuring they remain effective educators and industry experts.

Give more time to teachers to cover syllabus of a semester

Incorporate Technology: Use interactive learning tools, online platforms, and educational apps to engage students. Virtual classrooms, recorded lectures, and digital resources can make learning more flexible and accessible.

Recognize and address individual learning needs by offering tailored support. Use formative assessments to understand student progress and provide timely feedback.

Regular Professional Development for Teachers: Provide teachers with ongoing training in the latest teaching methodologies, digital tools, and subject knowledge. This ensures that they stay updated with evolving educational trends.

Enhance Classroom Facilities: Ensure that classrooms are well-equipped with modern tools and technology that enhance the learning experience, including good lighting, audiovisual equipment, and a comfortable seating arrangement.

Discuss the previous year's question papers and also discuss the expected Questions as per University examination

Some teachers should improve their way of teaching.

At least provide good infrastructure for the research section as it is 4year graduation.

SUMMARY & RECOMMENDATION OF ACTIONS

The analysis is summarised below in categories A, B and C based upon the percentage of positive responses of above 90%, between 80-90% and below 80% respectively for the purpose of identifying the intensity of the action to be taken

Q. No	Questions	Always & positive	Sometimes & neutral	Note Sure and negative
	Category A	Above 90%		
1.	The institution provides multiple opportunities to learn and grow	90%	8%	2%
	Category B	Between 85-90%		
2.	How well did the teachers prepare for the classes	86.5%	7%	6.5%
3.	The teacher's approach to teaching can best be described as	86.9%	9.2%	3.0%
4.	Fairness of the internal evaluation process by the teachers	89.1%	5.9%	5%
5.	The overall quality of teaching-learning process in your institution is	86.5%	9.0%	4.5%
	Category C	Less than 85%		
6.	Was your performance in assignments discussed with you	78.5%	8.8%	12.7%
7.	How well were the teachers able to communicate	83%	9.6%	6.3%
8.	How much of the syllabus was covered in the class.	81.2%	11.8%	7%
9.	Teachers inform you about your expected competencies, course outcomes, and program outcomes	84.7	10.3%	5%

Recommendations

1. **Category A.** Perusal of the summary table reveals that response to the question "The institution provides multiple opportunities to learn and grow" is above 90% (i.e. 90% including always and positive). Hence no action is needed.

2. **Category B.** As depicted in the table, responses to most of the questions fall between 85-90% when "sometimes and neutral" are taken together. Perusal of the questions reveal that action is required to be taken both at **administrative level and teaching faculty level.**

   ➢ At the **level of teachers** following areas are required to be improved for bringing 100% quality in teaching-learning level. Hence it is recommended that standing instructions be passed among the teachers to work in the following areas to increase the positive responses in future:

   a. Extending help to students irrespective of gender, ethnicity and culture.

b. Bringing fairness in evaluation
c. Identification of students strengths, weaknesses and providing guidance.
d. Regularly checking of laboratory/practical works besides conduction of experiments through set of instructions and innovative demonstrations.
e. Coming well prepared in classes and making it more interactive by welcoming the question-answer sessions in the classes while teaching.
f. Encouraging the students to think and explore new ideas.
g. Making alternate arrangement of class in his/her absence.
h. Using innovative teaching methods like new software tools, digital gadgets, innovations in teaching.

> At the **level of administrations** following actions are required to be taken:
   a. College Website Committee be asked to regularly update the website for teaching material.
   b. Introduction of Learning Management System for academic delivery and content management. In this context free software like MOODLE can be opted and implemented.
   c. More number of traditional classrooms be converted to smart class rooms.
   d. Vocational courses be introduced along with the more introduction of skill courses.
   e. Introduction of awards and prizes for meritorious students.

3. **Category C**.Perusal of the table reveals that all the questions in which responses of students are below 85% require action at the college administration level and faculty level. Hence it is **recommended that** teachers and college administration should work on to solve the issues at early:
   a. Classes should be held regularly and syllabus completion updates should be discussed in the HODs meeting
   b. All the HODs to monitor the syllabus completion status well on time and provide every possible assistance to the students required for smooth conclusion of the curriculum.
   c. Answer sheets should be displayed to the students for transparency and clearing of doubts in their minds.
   d. Teachers should frequently deliberate about the expected competencies, course outcomes, and program outcomes in the classes.

Analysis of Question No 10 Regarding Suggestion for Improvement in Teaching Learning Practices: In addition to the analysis and recommendation made under each category above it is resolved that the suggestion of the students as

reproduced above be communicated to the faculty members for noting and follow up action as such.

5. **Recommendations confirmations and approval of minutes of meeting:**
- Dr. Mahroof Khan, read the minutes of the meeting and passed on these minutes to the member for their further comments, if any. No further comments were received.
- In pursuance to the discussions of the members on the agenda items, all the members accepted, confirmed and approved the minutes of the meeting as read and recommended these minutes of meeting for approval and action to be taken by the chair.

Members

S. No	Name	Signature
1.	Dr.Mahroof Khan	
2.	Dr. Mohd Junaid Jazib	
3.	Dr. Mohd Jameel	
4.	Dr. Mohd Riaz	
5.	Mr. Inam ul Haq	
6.	Dr. Imtiyaz Ahmad Wani	
7.	Dr. Jameel Ahmed	
8.	Prof. Mohd Qasim Mir	

6. **Termination of meeting:**

The meeting ended at 12.30 p.m with a vote of thanks by Prof. Sarshad Hussain.
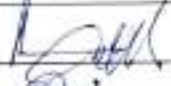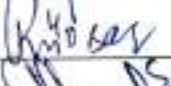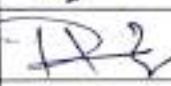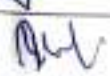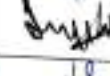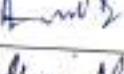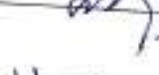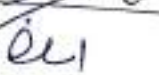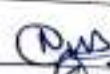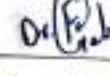
Prof. Sarshad Hussain
Coordinator IQAC
SCS Govt. Degree College Mendhar

OFFICE OF THE PRINCIPAL SCS GDC MENDHAR
(NAAC Accredited with Grade B)

NOTICE

The recommendations of IQAC are as such circulated among the staff members to note the points mentioned under category A,B and C and it is directed to work in the right spirit to achieve the goals in letter in spirit.

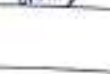| S. NO.	NAME	DEPARTMENT	SIGNATURE
1.	Dr. Bashir Ahmed	Physics	
2.	Prof. Mohd Sadeeq	Chemistry	
3.	Dr. Sarshad Hussain	Zoology	
4.	Dr. Mahroof Khan	Botany	
5.	Dr. Mohd Junaid Jazib	EVS	
6.	Dr. Mohd Jameel	Computer Application	
7.	Prof. Rehfit Naz Kosar	Urdu	
8.	Dr. Mohd Riaz	Urdu	
9.	Prof. Inam Ul Haq	Zoology	
10.	Dr. Imtiyaz Ahmed Wani	Chemistry	
11.	Dr. Mohammed Rafi	Political Science	
12.	Dr. Parvaiz Hussain	Economics	
13.	Dr. Jameel Ahmed	Sociology	
14.	Dr. Mohd Ibrahim	Physical Education	
15.	Prof. Mohd Qasim Mir	Geography	
16.	Dr. Syed Zaigum Abbas	Persian	
17.	Dr. Mohd Tahir Amin Khan	English	
18.	Dr. Liyaquit Ali	English	
19.	Dr. Basharat Ahmad Shaheen	Arabic	
20.	Dr. Assuam Mustafa	Education	
21.	Dr. Razza Mehmood Khan	Urdu	
22.	Dr. Makhan Din	Persian	
23.	Dr. Mohd Awas	Zoology	

24.	Mr. Imtiaz Ahmed	Computer Application	
25.	Dr. Mazar Ali Shah	Pol. Science	
26.	Dr. Mohd Yousif Khan	Education	
27.	Dr. Sajad Hussain Shah	Botany	
28.	Dr. Rustam Abass	Mathematics	
29.	Dr. Mahmood Ahmed	Phy. Edu.	
30.	Dr. Shahid Aziz	Arabic	
31.	Dr. Nisar Ahmad Ganie	English	
32.	Dr. Shazia Aftab	Pol. Science	
33.	Mr. Mohd Arif Naikoo	Sociology	
34.	Mr. Masroor Ahmad Mir	Sociology	
35.	Mr. Azam Ramzan Bhat	Geography	
36.	Dr. Mir Sajad Rabani	Botany	
37.	Ms. Sabha Shamsheer	Computer Application	
38.	Ms. Sahifa Arif	Geography	
39.	Mr. Aadil Ahmadullah	Library Science	
40.	Mr. Fida Hussain Rather	Physical Education	
41.	Dr. Abdul Majeed	Urdu	
42.	Dr. Nazir Ahmad Mala	Physics	
43.	Dr. Farah Manzer Manhas	Chemistry	
44.	Dr. Jahangeer Ahmed Bhat	Pol. Science	
45.	Dr. Showkat Hussain Wani	English	
46.	Mr. Zaheed Ahmed	English	
47.	Mr. Abdul Karim	Accountant	
48.	Mr. Kulbir Singh	Head Assistant	
49.	Mr. Mohd Rashid	Sr. Lab. Assistant	

50.	Mr. Mohd Kafait	Junior Assistant	
51.	Mr. Waqar Ahmed	Lab. Assistant	
52.	Mr. Mohd Shafit	Lib. Assistant	
53.	Ms. Avneet Kour	Lab. Assistant	
54.	Ms. Saima Kosar	Lab. Assistant	
55.	Mr. Syed Sibtain Ali	Orderly	
56.	Ms. Afsana Kouser	Lib. Bearer	
57.	Mr. Ashiq Ali	Lab. Bearer	
58.	Mr. Inaam ul Haq	Chowkidar	
59.	Mr. Amer Sohail	Orderly	
60.	Ms. Saida Koser	MTS	

Principal
SCS Govt. Degree College
Mendhar

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