OFFICE OF THE PRINCIPAL, GOVERNMENT DEGREE COLLEGE MENDHAR

No. GDCM/19/574

(NAAC Accredited "B" Grade)

Date: 14/05/2019

Following Committees are constituted for smooth functioning of various activities in the College: -

Session 2019 – 20

1. **College Advisory Committee**
   1. Dr. Mohd Shafiq — (Convener)
   2. Prof. Shokit Hussain — (Member)
   3. Prof. Sarshad Hussain — (Member)
   4. Prof. A. A Chowdhary — (Member)
   5. Dr. Mohammad Latief — (Member)
   6. Dr. Javed Manzoor — (Member)
   7. Dr. Mahroof Khan — (Member)
   8. Prof. Waseem Akram — (Member)
   9. Dr. Rehfit Naz Kouser — (Member)

2. **College Development Committee**
   1. Prof. Shokit Hussain — (Convener)
   2. Prof. Sarshad Hussain — (Member)
   3. Prof. A. A. Chowdhary — (Member)
   4. Dr. Mohammad Latief — (Member)
   5. Prof. Javed Manzoor — (Member)
   6. Dr. Mahroof Khan — (Member)
   7. Dr. Zulifqar Ali Shah — (Member)

3. **College IQAC Committee**
   1. Dr. Mohd Shafiq — (Convener)
   2. Prof. Shokit Hussain — (Member)
   3. Prof. Sarshad Hussain — (Member)
   4. Prof. A. A. Chowdhary — (Member)
   5. Dr. Mohammad Latief — (Member)
   6. Prof. Javed Manzoor — (Member)
   7. Dr. Mahroof Khan — (Member)
   8. Prof. Mohd Akram — (Member)
   9. Dr. Ajaz Ahmed — (Member)
   10. Head Boy & Head Girl — (Members)

   Co-opted Member
   1. Prof. Shabir Hussain Shah Rtd. Principal (Higher Education Department)
   2. Sh. Mohd Sadiq Rtd. Chief Education Officer.

4. **College Discipline Committee**
   1. Dr. Mohd Shafiq — (Convener)
   2. Prof. Shokit Hussain — (Member)
   3. Prof. Sarshad Hussain — (Member)
   4. Prof. A. A. Chowdhary — (Member)
   5. Prof. Javed Manzoor — (Member)
   6. Dr. Mahroof Khan — (Member)
   7. Prof. Mohd Akram — (Member)
   8. Dr. Ajaz Ahmed — (Member)
   9. Dr. Rehfit Naz — (Member)
   10. Dr. Zulifqar Ali Shah — (Member)
   11. Dr. Tabarak Amin Khan — (Member)
   12. Prof. Murtaza Ahmed (Member)
   13. Mr. Mohd Alyas PTI (Member)

Principal
Govt. Degree College
Mendhar

Govt. Degree College Mendhar, Poonch (J&K)
Phone No. 01965226793 & 01965226800, E-mail:- principalgdcmendhar@gmail.com, www.gdcmendhar.com
Mobile No. 9419171754   Fax: 01965226793

Urdu   Physical Education
1.   1.

OFFICE OF THE PRINCIPAL GOVT. DEGREE COLLEGE MENDHAR

No/GDCM/2010/296   Date: 02/04/2010

Order

Establishment of IQAC Committee of the College

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of the College, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organized methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:
1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator of the IQAC

The Role of Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the **secretary** of staff will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.
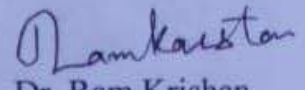
Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

➡ Having a functional IQAC.
➡ The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
➡ Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
➡ Upload the AQAR's on institutional website for access to all stakeholders.

IQAC Committee of the College as per above guidelines as follows

1. Prof. Paramjit Singh   Steering Committee Coordinator
2. Prof. Sarshad Hussain   Member
3. Prof. Ayaz Ahmed   Member
4. Prof. Ghulam Abass   Member
5. Dr. Mohd Azam   Member
6. Prof. Javeid Manzoor   Member
7. Dr. Mahroof Khan   Member
8. Mr. Said Akbar (Ret. Lecturer)   Member
9. Mr. Imtaiz Ahmed (Alumni)   Member
10. Head Boy/Girl of the College   Member

Dr. Ram Krishan
Principal