

## Minutes of meetings held by college IQAC for 5-years w.e.f. 2013-17

2013

**Govt. Degree College for Women Baramulla, J&K-193101**

### **Minutes of the meeting**

*Minutes of the meeting of Internal Quality Assurance committee held on 11<sup>th</sup> April-2013 at 2:00 P.M. in Principal's office.*

The meeting of the Empowered Committee members was held today on 11<sup>th</sup> April-2013 at 02:00 P.M. The meeting was attended by:

1. Prof. Ghulam Qadir Lone – Chairperson Internal Quality Assurance committee
2. Prof. Showkat Ahmad Monga – Coordinator Internal Quality Assurance committee
3. Prof. Nuzhat Rehman – Member Internal Quality Assurance committee
4. Prof. Nisar Ahmad Lone – Member Internal Quality Assurance committee
5. Prof. Mohd Ibrahim Khawja – Member Internal Quality Assurance committee
6. Mr. Tawseef Ahmad – Member Internal Quality Assurance committee
7. Class representatives - Students

Worthy convener, Prof. Showkat Ahmad Monga, welcomed all the members and there after agenda was taken up for discussion.

Prof. Showkat Ahmad Monga highlighted the significance of feedback for the development of quality education in any institution. According to him teachers shall evaluate their teaching by recording his/her lectures, asking questions to students, conducting class tests and by asking students to fill feedback forms without revealing their identity. Respected Convener expressed his satisfaction over teaching in the college. According to him class work in the college is being conducted smoothly and teaching staff is making best use of their potential to teach the students.

It was decided that feedback forms shall be prepared, printed and distributed among the students of all the streams. The students shall be asked not reveal their identity so that they can mention fair report.

The feedback forms collected shall be handed over to the IQAC for analysis and further proceedings.

The committee members were asked to complete the distribution of feedback forms to all the departments by June 30, 2013.

The filled feedback forms shall be collected from all the departments by July 31, 2013. The committee members after clarifying their queries agreed for the same.

The meeting ended with a vote of thanks by Prof. Nuzhat Rehman to all the worthy committee members.

**Action taken there on**

The feedback forms were printed and distributed to all the departments of the institution.

The departments handed over the student filled feedback forms to the IQAC for analysis.

The committee analysed the forms and drafted report based on student feedback and same was forwarded to the respective departments.

Although the feedback obtained was satisfactory but areas which needed improvement were recommended to the departments.

1. Language
  2. Attendance
  3. Class
  4. Practical
  5. Library
  6. Class representatives
- ① Class
- ② Practical
- ③ Library

**Govt. Degree College for Women Baramulla, J&K-193101**

**Minutes of the meeting**

*Minutes of the meeting of Internal Quality Assurance committee held on 24<sup>th</sup> March-2014 at 11:00 A.M. in Principal's office.*

The meeting of the Empowered Committee members was held today on 24<sup>th</sup> March-2014 at 11:00 A.M. The meeting was attended by:

1. Prof.(Dr.) Maqsooda Khan- Chairperson Internal Quality Assurance committee ✓
2. Prof. Showkat Ahmad Monga – Coordinator Internal Quality Assurance committee
3. Prof. Nuzhat Rehman – Member Internal Quality Assurance committee
4. Prof. Nisar Ahmad Lone – Member Internal Quality Assurance committee
5. Prof. Mohd Ibrahim Khawja– Member Internal Quality Assurance committee
6. Mr. Tawseef Ahmad – Member Internal Quality Assurance committee
7. Class representatives - Students

The members were welcomed by the worthy convener, Prof. Showkat Ahmad Monga for discussion of the meeting agenda.

**Meeting agenda:** Establishment of Boutique Technology Centre in the college.

The purpose of establishment of Boutique Technology Centre in the college and training to be imparted to the students of our institution as well as other interested students was explained by the IQAC convener, Prof. Showkat Ahmad Monga.

Taking into consideration the importance of Boutique Technology Centre in making trainees economically self-sufficient, besides developing skill and entrepreneurship qualities all the members accepted this idea.

The members were asked to identify the space in college where Boutique Technology Centre will be housed

It was decided that an expert will be hired to impart latest training to the trainees in cutting & tailoring, Tilla and Sozni-work.

The committee also decided to give admission to the students from our college as well as from other institutions.

Vote of thanks to all the participants was delivered Prof. Mohd Ibrahim Khawja.

**Action taken there on**

The committee identified the space for establishment of Boutique Technology Centre in college.



The centre equipped with semi-automatic sewing machines and designer machines operated by trained and experienced trainers was kept in place for imparting necessary skills.

Admission was given to 89 candidates including those from college, Govt. Girls Higher Secondary Baramulla and College School, Bunglowbagh.

The trainees were provided necessary training in cutting & tailoring, knitting, embroidery and fashion designing.

1. ~~Dr. J. C.~~
2. ~~Shankar~~
3. ~~Shankar~~
4. ~~Shankar~~
5. ~~Shankar~~

Class representatives

① ~~Shankar~~  
2/1/18

②

③ ~~Shankar~~

2015

**Govt. Degree College for Women Baramulla, J&K-193101**

**Minutes of the meeting**

*Minutes of the meeting of Internal Quality Assurance committee held on 23<sup>rd</sup> March-2015 at 2:00 P.M. in Principal's office.*

The meeting of the Empowered Committee members was held today on 23<sup>rd</sup> March-2015 at 02:00 P.M. The meeting was attended by:

1. Prof. Masooda Khan – Chairperson Internal Quality Assurance committee
2. Prof. Showkat Ahmad Monga – Coordinator Internal Quality Assurance committee
3. Prof. Amir Sadiq – Member Internal Quality Assurance committee
4. Prof. Nisar Ahmad Lone – Member Internal Quality Assurance committee
5. Mr. Tawseef Ahmad – Member Internal Quality Assurance committee
6. Class representatives - Students

The meeting started with the welcome address to all the committee members by the worthy convener.

**Meeting agenda:** Imbibe writing skills amongst the students.

At the very outset IQAC convener, Prof. Showkat Ahmad Monga highlighted the need to inculcate science and non-science essay writing skills in the students. According to him, it is important to enable the students to express their ideas by writing pieces in magazines, newspapers, journals, etc.

It was decided in the meeting that the students shall be invited and encouraged, through notices and class room announcements to come forth for participating in on-spot essay/writing competitions.

The committee members decided to publish the best essays in the college magazine as a mark of appreciation.

The vote of thanks to all the participants was delivered by Prof. Nisar Ahmad Lone.

**Action taken there on**

The students were encouraged to participate in the writing competition through circulation of notices.

The confidence of students was promoted by honing their write ups.

The number of students coming up with their articles/write-ups for the college magazine has increased and the quality of the write-ups is also showing improvement.

1.  3.   
2.  4. 

*Class Represnt*  
  


2016

**Govt. Degree College for Women Baramulla, J&K-193101**

**Minutes of the meeting**

*Minutes of the meeting of Internal Quality Assurance committee held on March 10, 2016 at 10:00 A.M. in Principal's office.*

The meeting of the Empowered Committee members was held today on March 10, 2016 at 10:00 A.M. The meeting was attended by:

1. Prof. (Dr.) Parveena Pandith – Chairperson Internal Quality Assurance committee
2. Prof. Showkat Ahmad Monga – Coordinator Internal Quality Assurance committee
3. Prof. Amir Sadiq–Member Internal Quality Assurance committee
4. Prof. Nisar Ahmad Lone –Member Internal Quality Assurance committee
5. Mr. Tawseef Ahmad – Member Internal Quality Assurance committee
6. Class representatives - Students

The meeting started with the welcome address to all the committee members by the worthy convener.

**Meeting agenda:** Parents-Students-Administration Triangular Meet.

At the very outset IQAC convener, Prof. Showkat Ahmad Monga highlighted the need to increase the rapport between parents and the institutional administration. That would enable parents, students and the college administration to strive for the accomplishment of institutional objectives in unison. According to him, since students come from various socio-economic and educational backgrounds harbouring different aspirations it was necessary to bring together two important stakeholders for getting socialized with the institutional goals and work for achievement thereof.

It was decided in the meeting that the Parent-Student-Administration Triangular meet shall be held.

In the meeting all the members were asked to approach the parent of students and motivate them to participate in the meet.

The students shall also be asked to motivate their parents to attend the Parent-Student-Administration Triangular meet.

The vote of thanks to all the participants was delivered by Prof. Nisar Ahmad Lone.

**Action taken there on**

Date for the Parent-Student-Administration Triangular meet was fixed and all the stake holders were informed.



The committee members motivated students to participate in the Parent-Student-Administration Triangular meet.

The students as well as committee members made all possible efforts to motivate the students for participation in the meet.

The meeting was held successfully

1. *[Signature]*
2. *Amir*
3. *Amir* → *Deey*
4. *Deey*
5. *[Signature]*
6. *[Signature]*

Class representatives

- ① *S. [Signature]*
- ② *[Signature]*

- ③ *[Signature]*

**Govt. Degree College for Women Baramulla, J&K-193101**

**Minutes of the meeting**

Minutes of the meeting of Internal Quality Assurance committee held on 15<sup>th</sup> November-2017 at 2:00 P.M. in Principal's office. The meeting of the Empowered Committee members was held on 15<sup>th</sup> Nov-2017 at 2:00 P.M. The meeting was attended by:

1. Prof. Bashir Ahmad Parry – Chairperson Internal Quality Assurance committee
2. Prof. Showkat Ahmad Monga – Coordinator Internal Quality Assurance committee
3. Prof. Nisar Ahmad Lone – Member Internal Quality Assurance committee
4. Prof. Zahid Ahmad Darzi – Member Internal Quality Assurance committee
5. Prof. (Dr.) Arshid Nabi Wani – Member Internal Quality Assurance committee
6. Prof. Mohd Ayoub – Member Internal Quality Assurance committee
7. Prof. (Dr.) Omer Habib – Member Internal Quality Assurance committee
8. Prof. (Dr.) Ali Mohd Lone – Member Internal Quality Assurance committee
9. Prof. Irfan Yousuf – Member Internal Quality Assurance committee

**Agenda of the meeting: Preparation for NAAC-2018**

At the very outset Prof. Showkat Ahmad Monga, worthy Convener IQAC welcomed all the members. There after agenda was taken up for discussion.

Prof. Showkat Ahmad Monga discussed his experience regarding the previous NAAC inspection held in 2009.

He stressed upon all the members to gear up for the preparation AQAR's of last five years i.e. 2013-14, 2014-15, 2015-16 and 2016-17, 2017-18.

It was decided in the meeting that different criterion of SSR shall be assigned to different members of the committee for speedy accomplishment.

A notice shall be served to the admission section/examination/accounts/establishment/library/sports to furnish the requisite information to the IQAC.

All the departments shall be required to furnish information on the prescribed format as required for the completion of AQAR/SSR.

The NAAC guidelines as issued w.e.f. July 2017 shall be followed for preparation of AQAR/SSR.

All the members raised their queries and also put forward their valuable ideas for speedy completion of the AQAR/SSR.

The meeting ended with a vote of thanks by Prof. Prof. Zahid Ahmad Darzi to all the worthy committee members.

**Action taken there on**

The collection of requisite data and preparation of AQAR's was assigned to Dr. Ali Mohammad Lone.



The 7-criterion on the SSR were distributed among the seven committee members as shown against each:

1. Prof. Showkat Ahmad Monga – Criterion 1
2. Prof. Nisar Ahmad Lone – Criterion 2
3. Prof. Arshid Nabi Wani – Criterion 3
4. Prof. Zahid Ahmad Darzi – Criterion 4
5. Prof. (Dr.) Omar Habib – Criterion 5
6. Prof. Mohd Ayoub – Criterion 6
7. Prof. Irfan Yousuf – Criterion 7

