IQAC SCS Govt. Degree College Mendhar
IQAC

MINUTES OF MEETING

HELD ON, 09th of August, 2024, AT 12:00 PM

A meeting of all the staff members was held on 09-08-2024 under the chairmanship of Dr. Mohd Azam, Principal of the college IQAC to discuss the agenda items.

Attendees: The following members attended the meeting.

S. No	Name of the Staff Member
1.	Dr. Mahroof Khan, Assistant Prof. of Botany
2.	Dr. Mohd Junaid Jazib, Assistant Prof of EVS
3.	Dr. Mohd Jameel, Assistant Prof. of Computer
4.	Dr. Mohd Riaz, Assistant Prof. of Urdu
5.	Mr. Inam ul Haq, Assistant Professor of Zoology
6.	Dr. Imtiyaz Ahmed Wani, Assistant Prof. of Chemistry
7.	Dr. Jameel Ahmed, Assistant Prof. of Sociology
8.	Prof. Mohd Qasim Mir, Assistant Prof. of Geography .
9.	Head Boy
10.	Head Girl
11.	Prof. Waseem ul Haq, President Alumni
12.	Prof. Shabir Hussain Shah, Rtd. Prinicipal
13.	Dr. Abdul Raouf, Rtd. Prinicipal

1. **Commencement of meeting:**

   The meeting was declared open by the chair at 12:05 P.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 1: Adoption of Best Practice-1

Title of the Practice: Establishment of a 24x7 Helpdesk.

Objective of the Practice:

The objective of the helpdesk is to provide information and assistance to all stakeholders including students, faculty, parents and civil society particularly those experiencing technical issues or needing guidance. Key goals include:

1. **Immediate Support:** Provide round the clock support for students facing urgent crises related to academic, personal, social, mental health, etc.

2. **Appropriate Information:** Provide all sorts of information regarding academic calendar, admissions, examinations, financial aid, administrative decisions, etc.

3. **Communication:** Facilitate communication between students and college administration any time and especially during off hours.

4. **Problem Solving:** Address and resolve technical issues or problems effectively and efficiently to minimize downtime and frustration.

5. **Service Improvement:** Gather feedback and data to identify areas for improvement in products, services, or support processes.

Overall, a helpdesk aims to ensure a smooth and positive experience for stakeholders while contributing to the overall efficiency and effectiveness of the organization's operations.

The Context: The primary and a large chunk of stakeholders of an educational institution are the students and society. Getting proper and timely information about the academic calendar is always a main concern of the students and society. It has been observed that students and other stakeholders often remain in a state of confusion that to whom the query can be raised and reaching to the chair every time is neither user friendly nor possible. Thus, 24x7 helpdesk is hereby adopted by the institution as one of its **best practices** to collect and provide the accurate information in right time.

The Practice: In order to ensure timely collection and dissemination of information following practices are hereby adopted by the college

i. One or two officials of the college shall be given the responsibility of the helpdesk cell by the proper order of the chair.

ii. These officials shall collect or be provided every information/Notices/Circulars pertaining to the academic and administrative functioning of the college and will keep a record of the same.

iii. The contact numbers of these official under subject shall be circulated among the students and for the information of public in general.

iv. The official shall circulate the information through common platform like WhatsApp group/official Facebook page and website besides providing the information on request basis.

Agenda item 2: Adoption of Best Practice-2

Title of the Practice: Institutionalization of Awards.

Objective of the Practice:

Awards in academic institutions serve several important purposes:

1. Recognize Achievement: To highlight and celebrate students' and faculty members' academic and extracurricular accomplishments, encouraging excellence in the institution.

2. Motivate and Inspire: To inspire individuals to strive for higher standards and to push their limits, fostering a culture of high achievement.

3. Acknowledge Effort: To validate the hard work and dedication of students and staff, providing a sense of accomplishment and recognition.

4. Encourage Growth: To promote continuous improvement by setting benchmarks for performance and achievement.

5. Foster a Positive Environment: To create a supportive and motivating academic environment, strengthening the community within the institution.

The Context: Over the past many years this institution is observing a decline in the student's enrolment, discipline, regularity, punctuality, participation and enthusiasm. It is important to glorify the achievements of the students and faculty so as to encourage the stakeholder in building their trust and satisfaction in the working of this institution. Thus, "institutionalization of award" is hereby adopted by the institution as one of its **best practices** to achieve the objectives mentioned above.

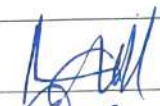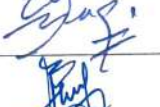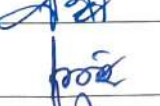**The Practice:** The awards shall be given as per the following:
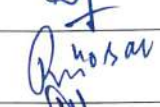
i. Different categories of awards shall be announced in the general orientation programme as well as through issuance of proper notice in the beginning of academic session every year.

ii. The awardee in each category shall be announced and facilitated during the annual day at the end of the academic session.

iii. The awardees shall be selected through proper scrutiny by the committee of the following members and shall be approved by the chair:
   a. Senior most faculty member.
   b. IQAC co-ordinator.
   c. Heads of the departments
   d. Staff secretary
   e. NSS Programme officer
   f. NCC ANO
   g. Convenor sports committee
   h. Convenor discipline committee
   i. Convenor cultural committee.
   j. Any other member as deemed fit

iv. Following awards are institutionalized during the session 2024-25.
   a. Best in discipline award
   b. Best in athletes (Can be given game wise)
   c. Best captain
   d. Best in cultural (can be categorized further if needed)
   e. Best Anchoring Award
   f. Best in overall Attendance streamwise (i.e science and Humanities, in case of tie, merit of latest completed semester shall be considered)
   g. Best NCC Cadet
   h. Best NSS volunteer
   i. Best in community services
   j. Academic excellence award streamwise (Topper of Last completed academic session shall be called)
   k. Student of the year award (overall performance in all area)
   l. Best library attendee award
   m. Best creativity award (for innovative ideas/actions)
   n. Any other as deemed fit.

5. Recommendations and confirmations of minutes of meeting:

Dr. Junaid Jazib, read the minutes of the meeting and passed on these minutes to the IQAC member for their further comments, if any. No further comments were received.

All the staff members accepted and confirmed the minutes of the meeting and recommended these minutes of meeting for approval from the chair.

Members

S. No	Name	Signature
1.	Dr. Bashir Ahmed	
2.	Prof. Mohd Sadeeq	
3.	Prof. Sarshad Hussain	
4.	Dr. Mahroof Khan	
5.	Dr. Mohd Junaid Jazib	
6.	Dr. Mohd Jameel	
7.	Dr. Rehfit Naz Kosar	
8.	Dr. Mohd Riaz	
9.	Prof. Inam Ul Haq	
10.	Dr. Imtiyaz Ahmed Wani	
11.	Dr. Mohammed Rafi	
12.	Dr. Parvaiz Hussain	
13.	Dr. Jameel Ahmed	
14.	Dr. Mohd Ibrahim	
15.	Prof. Mohd Qasim Mir	
16.	Dr. Syed Zaigum Abbas	
17.	Dr. Mohd Tahir Amin Khan	
18.	Dr. Basharat Ahmad Shaheen	

6. **Approval of minutes of meeting:**

In pursuance to the discussions of the staff members on the agenda items and their recommendations for the approval of these minutes of the meeting held today, 09-08-2024 the minutes of meeting are approved as read.

7. Termination of meeting:

The meeting ended at 01.30 p.m with a vote of thanks Prof. Mohd Sadeeq.

Prof. Sarshad Hussain
Co-ordinator IQAC

OFFICE OF THE PRINCIPAL
SHIRI CHOTTE SHAH GOVERNMENT DEGREE COLLEGE MENDHAR
(NAAC Accredited with Grade B)

No. GDCM/Est./24/2988
Date: - 14-08-2024

Best practice 'Establishment of the 24x7 Helpdesk and Institutionalization of Awards" as recommended by IQAC are hereby approved and formally adopted with immediate effect. IQAC is as such directed to circulate the minutes of meeting among all the departments.

CRs Meeting

16/10/24. A meeting of all the CRs of sem 3rd and 5th has been organised to discuss various issues pertaining to college functioning. Meeting was chaired by Dr Mohammad Azam Principal of the College and attended by Dr. Bashir Ahmed Convener College Discipline Committee, Dr Sarshad Hissain Coordinator IQAC, Dr Rehfit Naaz Convener Women Development Cell, Prof Inam ul Haq NSS Programme Officer, Dr. Mohammad Ibrahim, Prof Qasim Mir and Dr Tahir Amin Khan.

In addition to the issues related to students support system, discipline and intro party for freshers was also finalised to be organised on 21st of Oct and election of students body on 23rd of Oct.

IQAC SCS GDC Mendhar

MINUTES OF MEETING

HELD ON 23rd of January, 2025 AT 01:00 PM

A meeting of members of IQAC was held in the IQAC on 23-01-25 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 01:05 p.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: Teachers' **feedback Analysis** for the session 2023-24 and recommendation of action to be taken.

Screenshot Showing the Feedback Taken

RESPONSE 1

College has smart class room to deliver the lecture using ICT

39 responses

Yes	39 (100%)
No	0 (0%)

Analysis & Action Taken

- Responses depicted above clearly shows that all the teachers have replied "Yes" to the availability of smart class rooms. Hence no action is recommended.

RESPONSE 2

Board of studies is taking care to ensure the current relevance of the program being offered

39 responses

Strongly disagree	3 (7 7%)
Disagree	0 (0%)
Neutral	2 (5 1%)
Agree	20 (51 3%)
Strongly Agree	15 (38 5%)
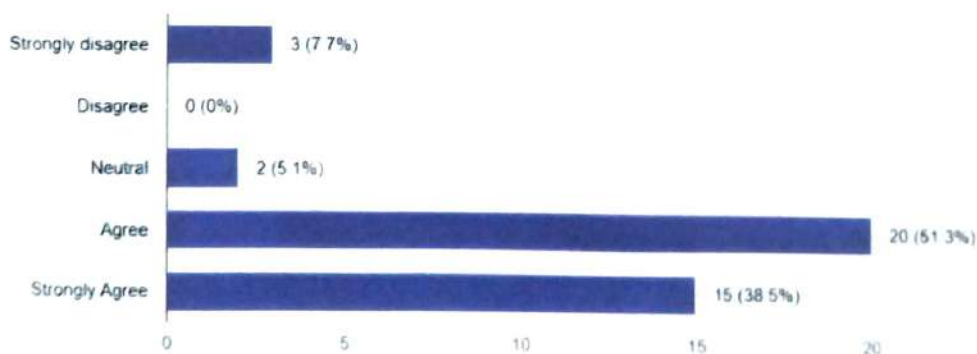
Analysis & Action Taken

- From the bar chart it is clear that majority of the faculty members are satisfied with BoS which is being held by University of Jammu (38.5% Strongly Agree + 51.3% Agree). It is also clear that there are some minor grievances as majority have not gone with strongly agree. Hence it is recommended that all members of BoS either communicate their grievances to the concerned Head of Department of University of Jammu in writing for redressal or to IQAC for forwarding it through proper channel.

RESPONSE 3

Employability is given weightage in curriculum design and development.

39 responses

97.4%

- Yes
- No
- Option 1
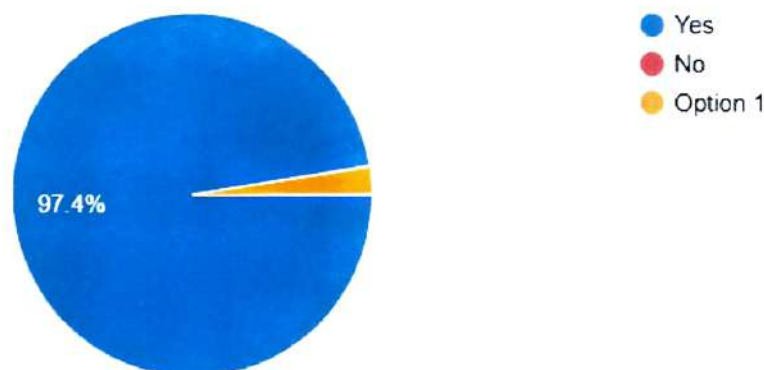
Analysis & Action Taken

- Curriculum design and development of this institution is in the disposal of affiliating University i.e University of Jammu. University does involve the Heads of all departments of all colleges of respective subjects in their respective board of studies. Again the response in feedback is good enough (97.4% involving agree with the question) and it is recommended that concerned members of BoS must communicate the issues in their meetings to the authority at Univeristy level, if any.

RESPONSE 4

I am given enough freedom to contribute my ideas on curriculum design and development.

[□ Copy chart]

39 responses

Strongly Disagree	2 (5 1%)
Disagree	0 (0%)
Neutral	4 (10 3%)
Agree	24 (61 5%)
Strongly Agree	12 (30.8%)

0   5   10   15   20   25
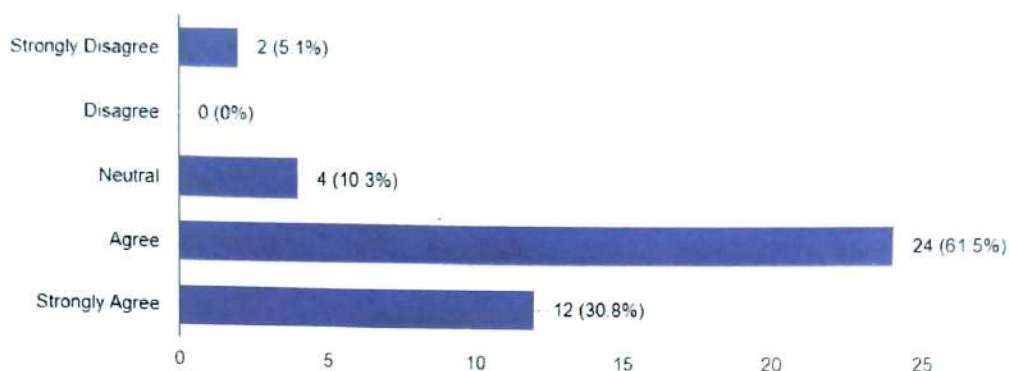
Analysis & Action Taken

- Response of staff in the context of contribution of ideas on curriculum design is good enough (91.3%). Again it is recommended that if there is any issue it may be pointed out in the BoS meeting whenever it is held by University of Jammu or the same may be communicated in writing to IQAC for onwards submission to University.

RESPONSE 5

System followed by university for design and development of curriculum is effective.

[□ Copy chart]

39 responses

Strongly disagree	2 (5 1%)
Disagree	0 (0%)
Neutral	3 (7 7%)
Agree	25 (64 1%)
Strongly agree	12 (30 8%)

0   5   10   15   20   25
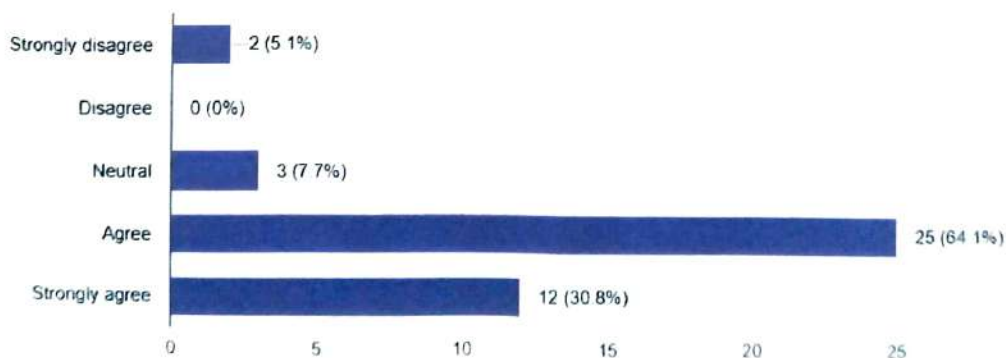
Analysis & Action Taken

- Though majority of staff is agreed with the system of curriculum designing (94.9% including strongly agree and agree), 5.1% of them strongly disagree. Since the system to be adopted is prerogative of affiliating University so it was recommended that the concerned members must raise the point in their respective board of studies or the same may be communicated in writing to IQAC for onwards submission to University.

RESPONSE 6

Curriculum has been updated from time to time.

39 responses

Copy chart

Strongly disagree	2 (5.1%)
Disagree	0 (0%)
Neutral	0 (0%)
Agree	25 (64.1%)
Strongly agree	14 (35.9%)
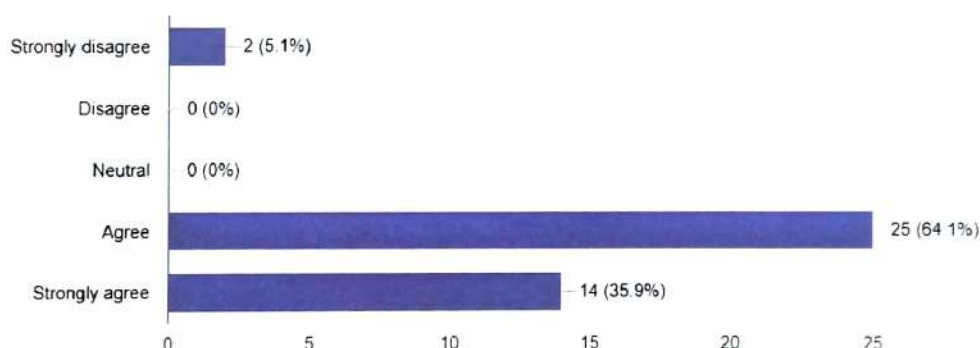
Analysis & Action Taken

- Majority the staff members are agreeing with timely updating of curriculum by University of Jammu (99% including agree and strongly agree). Those who are disagree must communicate in writing for onwards submission.

RESPONSE 7

Departmental level subject expert committee meetings are held for reviewing the syllabus.

39 responses

Strongly disagree	1 (2 6%)
Disagree	0 (0%)
Neutral	4 (10 3%)
Agree	21 (53 8%)
Strongly agree	14 (35 9%)
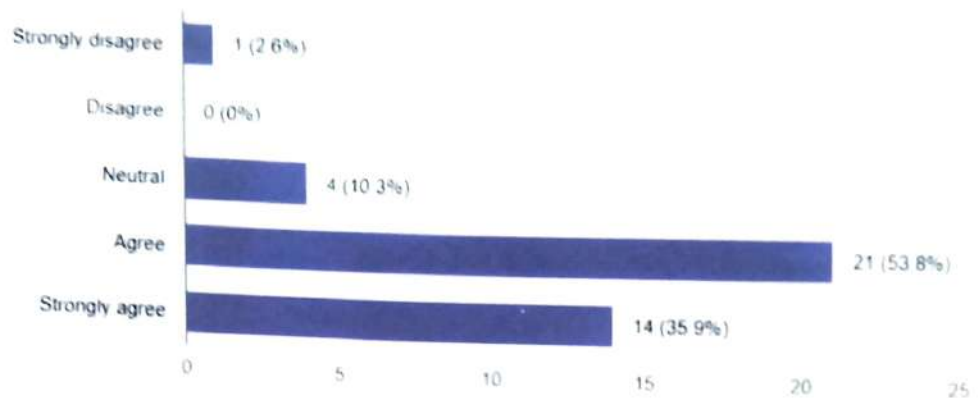
Analysis & Action Taken

- 89.7 % responses are satisfactory with respect to department level meeting including 53.8% agree and 35.9% strongly agree. 10.3% are neutral and neutral response cannot be decoded strongly for recommendations. Hence it is recommended that the concerned faculty members may communicate the actual reason of remaining neutral so that recommendations may be made to University for redressal.

RESPONSE 8

Representation from business and industry in UG/PG Board of studies is helpful in designing and improving the courses.

39 responses
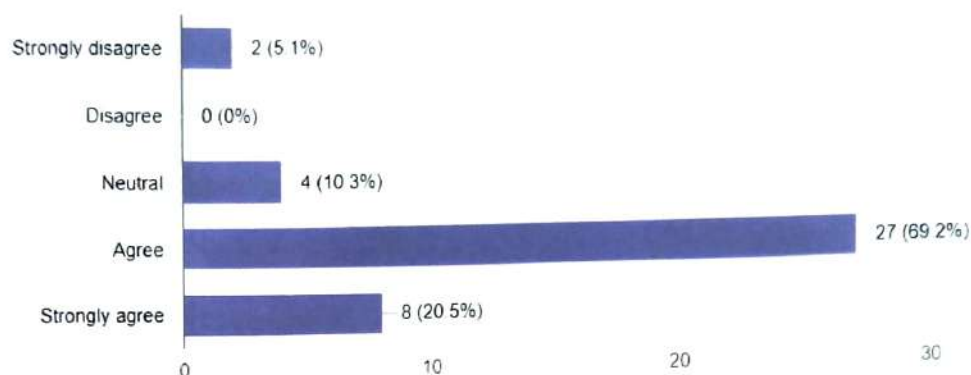
Analysis & Action Taken

- Representation from business and industry is a very important component in order to develop the human resource as per the demand of market. 10.3 % of the staff members are giving response as "neutral". Again the staff members are requested to project their grievance in writing for redressal.

RESPONSE 9

Overall, how would you rank the college during the period under reference.

39 responses
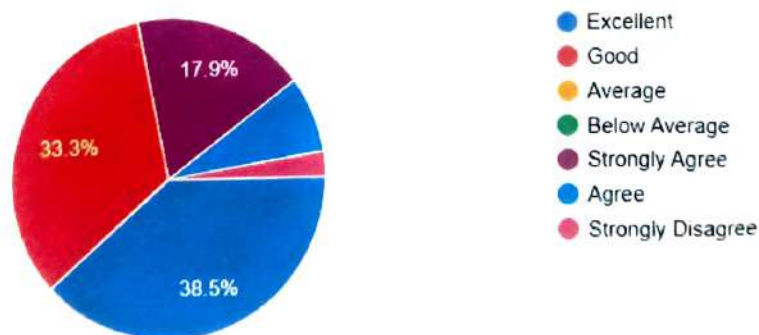
Analysis & Action Taken

- Overall ranking of the college is quiet satisfactory as 80.1% (38.5% excellent and 33.3% good) responses are on positive line. However, very few are neutral or have grievances. Again the neutral response cannot be decoded and they may be presumed as a entry error. However staff members are requested to communicate their suggestions if any for better interpretation and subsequent recommendations.

RESPONSE 10

- Any Suggestions

Suggestions given by some staff members are reproduced as below:

✓ Exposure and moral values must inculcate.
✓ Smart phone should be banned in college for students. Limited usage for faculty means keep away from social media.
✓ RFID system for library and separate reading room for faculty members
✓ Faculty should allow to organise and participate in national/ international seminars, conferences, workshops and write-ups.

Analysis & Action Taken

- Above suggestions are really genuine and are as such forwarded to chair for kind consideration in future developmental plan of the college and for making necessary instructions to ensure transparency in the system, improving the management of time table, introduction of applied courses, seeking the post of librarian and improving the teaching learning atmosphere of the college.

5. **Recommendations confirmations and approval of minutes of meeting:**
- Dr. Jameel Ahmed, 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 Ahmed Wani	
7.	Dr. Jameel Ahmed	
8.	Prof. Mohd Qasim Mir	

6. **Termination of meeting:**

   The meeting ended at 03.10 p.m with a vote of thanks by Prof. Sarshad Hussain.
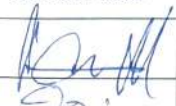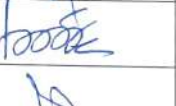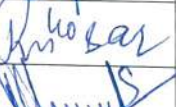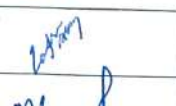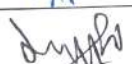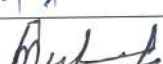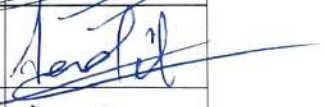
Prof. Sarshad Hussain
Coordinator IQAC
SCS Govt. Degree College Mendhar

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 against each response 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 | |

Principal
SCS Govt. Degree College
Mendhar

Copy to:
1. College Advisory Committee
2. IQAC
3. All the HoDs
4. Office Records

IQAC SCS Govt. Degree College Mendhar

MINUTES OF MEETING

IQAC

HELD ON, 15ᵗʰ of January, 2025, AT 12:00 PM

A meeting of all the staff members was held on 15-01-25 under the chairmanship of Dr. Mohd Azam, Principal of the college to discuss the agenda items proposed by IQAC.

Attendees: The following members attended the meeting.

S. No	Name
1.	Dr. Bashir Ahmed
2.	Prof. Mohd Sadeeq
3.	Prof. Sarshad Hussain
4.	Dr. Mahroof Khan
5.	Dr. Mohd Junaid Jazib
6.	Dr. Mohd Jameel
7.	Dr. Rehfit Naz Kosar
8.	Dr. Mohd Riaz
9.	Prof. Inam Ul Haq
10.	Dr. Imtiyaz Ahmed Wani
11.	Dr. Mohammed Rafi
12.	Dr. Parvaiz Hussain
13.	Dr. Jameel Ahmed
14.	Dr. Mohd Ibrahim
15.	Prof. Mohd Qasim Mir
16.	Dr. Syed Zaigum Abbas
17.	Dr. Mohd Tahir Amin Khan
18.	Dr. Basharat Ahmad Shaheen

1. *Commencement of meeting*:

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

2. ***Opening remarks:*** At the very outset of the meeting Dr. 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 1:- AQAR Submission.

It was pointed out that NAAC has extended the date for the submission of AQAR upto 27th of January 2025. Accordingly all criterion incharge were given below the time frame for submitting their respective criterian.

Criterion	Criterion Incharge	Time
I	Dr. Imtiyaz Ahmed	20/01/25
II	Dr. Junaid Jazib Dr. Mohd Ibrahim Dr. Tahir Amin Khan	20/01/25
III	Dr. Riaz Ahmed	21/01/25
IV	Prof. Mohd Rafi	21/01/25
V	Prof. Inam ul Haq	22/01/25
VI	Dr. Mohd Jameel	22/01/25
VII	Prof. Mohd Qasim Mir	23/01/25

It was decided that on 24th of January the filled-in AQAR shall be presented before the steering committing before submission of the same.

Agenda item 2: Learning level test.

It was decided that the learning level test for semester 4th and 6th shall be conducted by every department before 30th of January.

Agenda item 3: Feedback of students.

It was decided that subject wise/ teacher wise feedback of students shall be taken in the last week of April 2025.

Agenda item 4: Mock Exercise of PEER TEAM Visit.

It was decided that the mock exercise shall be conducted after the finalization of date of NAAC Peer Team Visit.

Agenda item 5: Annual Day

It was decided that the annual day shall be organised in the second week of April 2025. For deciding the awardees, a separate steering committee shall be framed and a separate meeting later on at appropriate time shall be convened to chalk out the nitty gritty of the function.

Agenda item 6: Time Table.

It was decided that the convener time table committee shall work out any clash in time table and shall also ensure that all departments have prepared their own time table.

Agenda item 7: Regularity & Punctuality of Class work.

It was directed by the chair that all teachers shall ensure the conduct of regular class work.

Agenda item 8: Preparation of Cultural Item.

It was decided that cultural committee shall ensure the preparation of cultural item for 26th of Jan & Cultural evening on NAAC Peer Team visit.

Agenda item 9: Cleanliness Drive.

NSS, SCOUTS & GUIDES and NCC shall undertake cleanliness drive in the campus before 26th of January and discipline committee shall ensure proper use of dustbin.

Agenda item 10: Uploading of Internal Assessment Record.

It was directed by the chair that whole of the internal assessment record of 1st semester shall be uploaded on University portal before 20th of Jan, 2025.
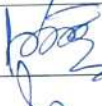
Agenda Item 11: Mentor Mentee Meeting
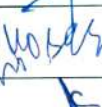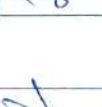
It was decided that mentor mentee meeting shall be held by each mentor in the first week of February 2025 and shall be submitted to IQAC.
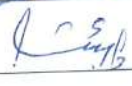
5. Recommendations and confirmations of minutes of meeting:

Dr. Mahroof Khan, read the minutes of the meeting and passed on these minutes to the IQAC member for their further comments, if any. No further comments were received.

All the staff members accepted and confirmed the minutes of the meeting and recommended these minutes of meeting for approval from the chair.

Members

S. No	Name	Signature
1.	Dr. Bashir Ahmed	
2.	Prof. Mohd Sadeeq	
3.	Prof. Sarshad Hussain	
4.	Dr. Mahroof Khan	
5.	Dr. Mohd Junaid Jazib	
6.	Dr. Mohd Jameel	
7.	Dr. Rehfit Naz Kosar	
8.	Dr. Mohd Riaz	
9.	Prof. Inam Ul Haq	
10.	Dr. Imtiyaz Ahmed Wani	
11.	Dr. Mohammed Rafi	
12.	Dr. Parvaiz Hussain	
13.	Dr. Jameel Ahmed	
14.	Dr. Mohd Ibrahim	
15.	Prof. Mohd Qasim Mir	

16.	Dr. Syed Zaigum Abbas	
17.	Dr. Mohd Tahir Amin Khan	
18.	Dr. Basharat Ahmad Shaheen	

6. *Approval of minutes of meeting:*

In pursuance to the discussions of the staff members on the agenda items and their recommendations for the approval of these minutes of the meeting held today, 15-01-24 the minutes of meeting are approved as read.

7. *Termination of meeting:*

The meeting ended at 01.30 p.m with a vote of thanks Prof. Mohd Sadeeq.

Dr. Sarshad Hussain
Co-ordinator IQAC

IQAC SCS GDC Mendhar

MINUTES OF MEETING

HELD ON, 21st of 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.
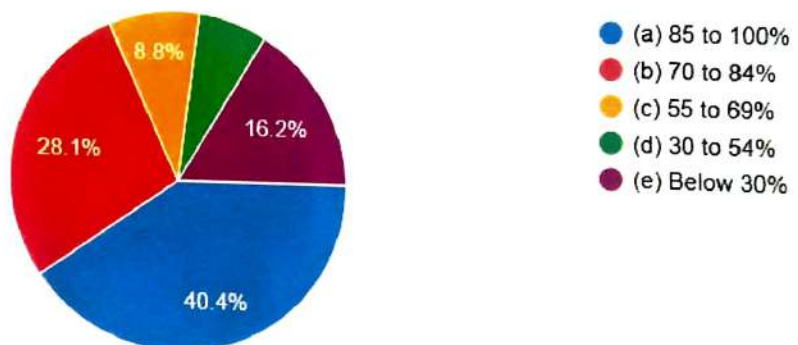
Question wise responses were extracted into percentage and depicted in charts as below for quick analysis;

Q.1.
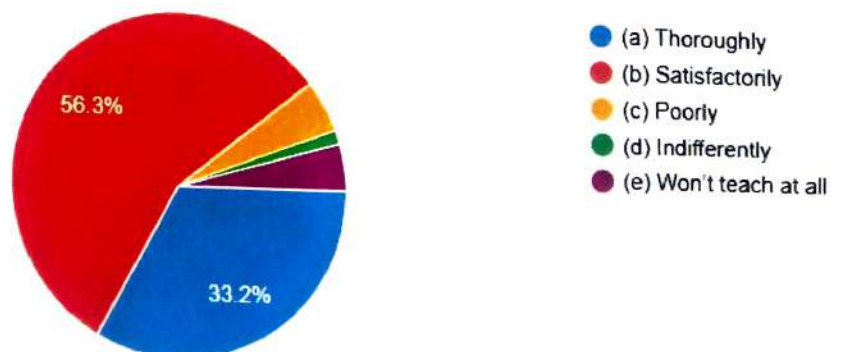
Feedback

How much of the syllabus was covered in the class?

228 responses

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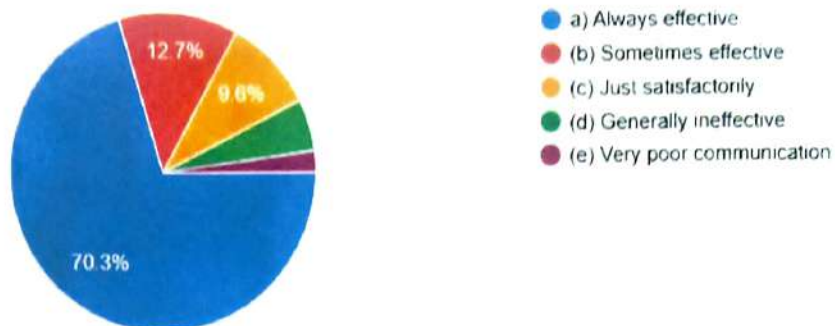
- (a) Thoroughly
- (b) Satisfactorily
- (c) Poorly
- (d) Indifferently
- (e) Won't teach at all

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.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

70.3%
12.7%
9.6%

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

71.2%
15.7%
9.2%
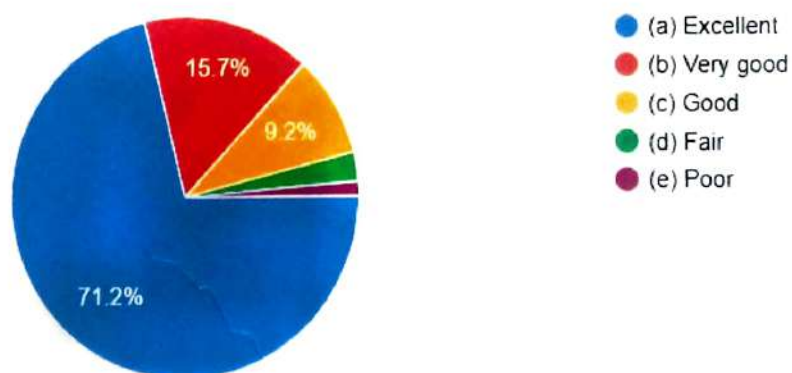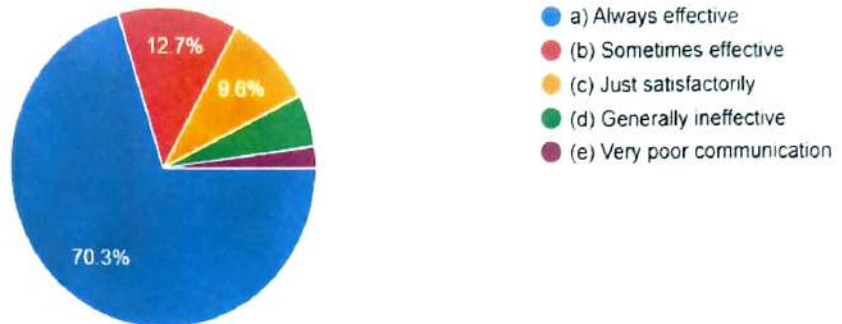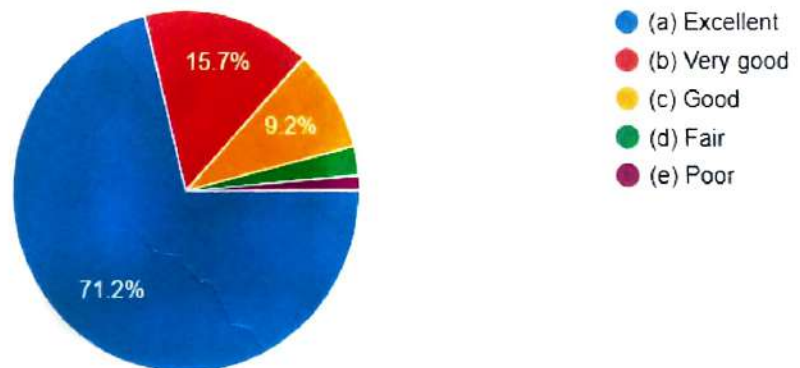
Q.5.

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%
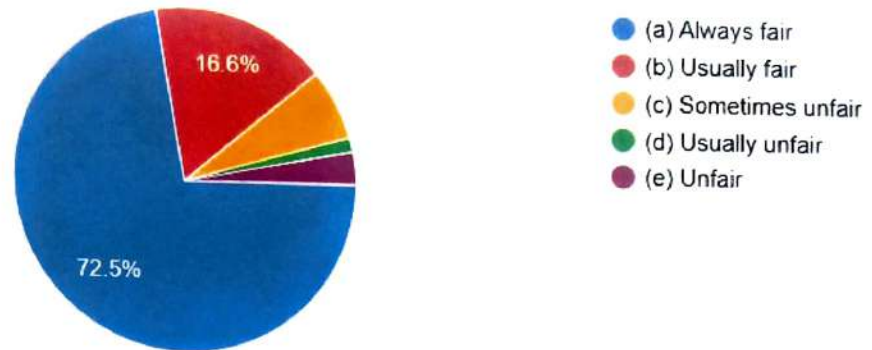
Q.6.

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%
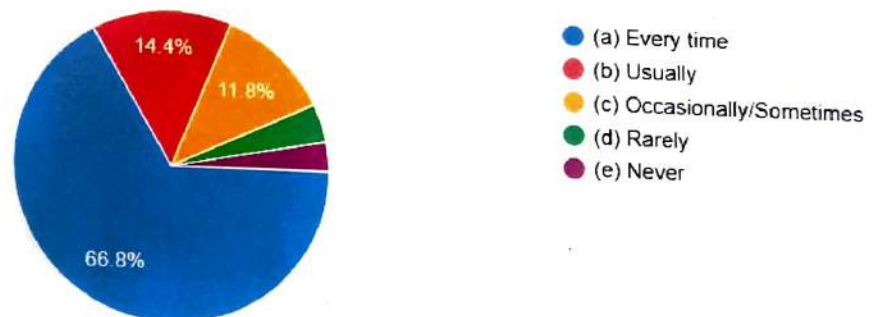
Q.7.

The institution provides multiple opportunities to learn and grow.

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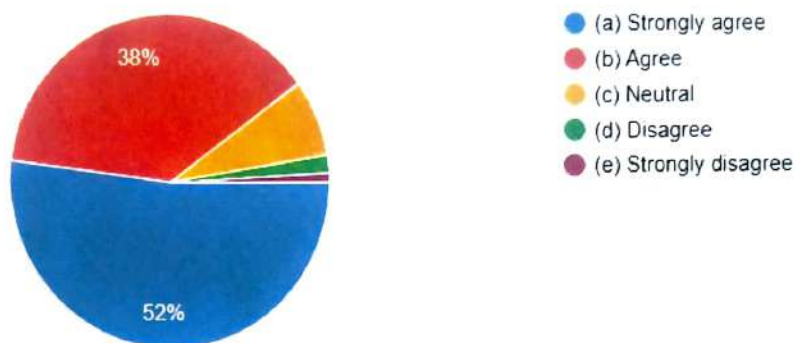
- (a) Strongly agree
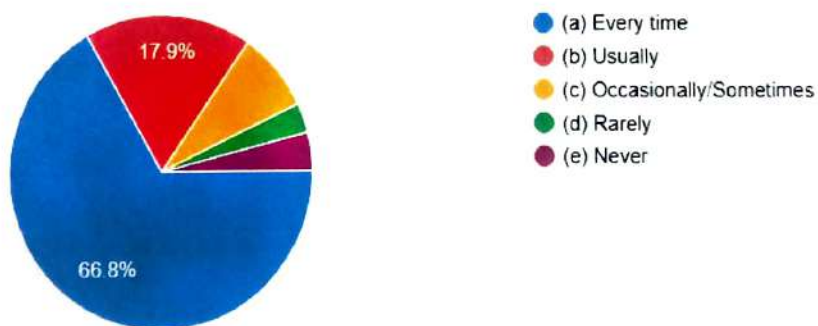- (b) Agree
- (c) Neutral
- (d) Disagree
- (e) Strongly disagree

Q. 8.

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

229 responses

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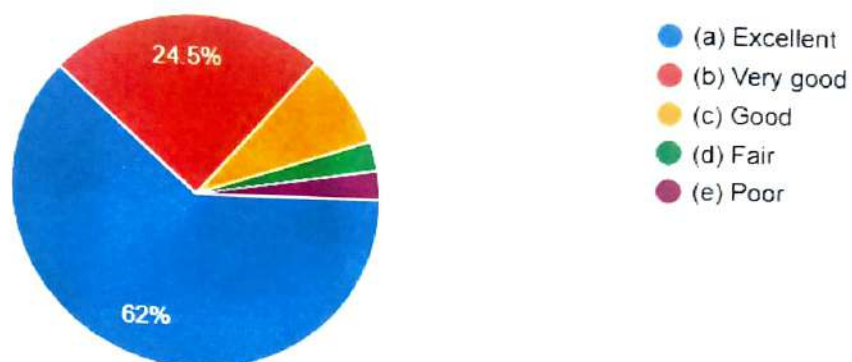- (b) Usually
- (c) Occasionally/Sometimes
- (d) Rarely
- (e) Never

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:**

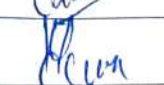The meeting ended at 12.30 p.m with a vote of thanks by Prof. Sarshad Hussain.
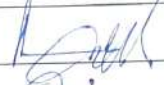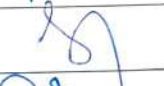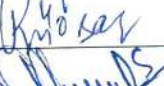
Prof. Sarshad Hussain
Coordinator IQAC
SCS Govt. Degree College Mendhar
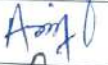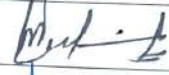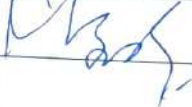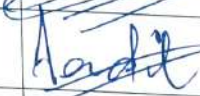
OFFICE OF THE PRINCIPAL SCS GDC MENDHAR
(NAAC Accredited with Grade B)

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	Mohd Shafit
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

Copy to:
1. College Advisory Committee
2. IQAC
3. All the HoDs
4. Office Records

IQAC SCS Govt. Degree College Mendhar

MINUTES OF MEETING

HELD ON, 20th of February, 2025, AT 12:45 PM

IQAC

A meeting of all the staff members was held on 20-02-25 under the chairmanship of Dr. Mohd Azam, Principal of the college to discuss the agenda items proposed by IQAC.

Attendees: The following members attended the meeting.

S. No	Name
1.	Dr. Bashir Ahmed
2.	Prof. Mohd Sadeeq
3.	Dr. Sarshad Hussain
4.	Dr. Mahroof Khan
5.	Dr. Mohd Junaid Jazib
6.	Dr. Mohd Jameel
7.	Dr. Rehfit Naz Kosar
8.	Dr. Mohd Riaz
9.	Prof. Inam Ul Haq
10.	Dr. Imtiyaz Ahmed Wani
11.	Dr. Mohammed Rafi
12.	Dr. Parvaiz Hussain
13.	Dr. Mohd Ibrahim
14.	Prof. Mohd Qasim Mir
15.	Dr. Syed Zaigum Abbas
16.	Dr. Mohd Tahir Amin Khan
17.	Dr. Liyaquit Ali
18.	Dr. Basharat Ahmad Shaheen
19.	Dr. Assuam Mustafa

1. **Commencement of meeting:**

   The meeting was declared open by the chair at 12:50 P.m.

2. **Opening remarks:** At the very outset of the meeting Dr. 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 1:- Organising National Level Workshop

It was resolved that a national level workshop shall be organised by the IQAC under the theme "National Workshop on Skill Development" w.e.f 3rd of March 2025 to 9th of March 2025.

Agenda item 2: Subthemes of workshops

Subthemes and responsibility of arranging resource persons was decided as follow:

S.No	Sub-themes	Incharge
1	Entrepreneurship prospects in Poultry and Dairy	Dr. Sarshad Hussain
2	Modern Trends in Horticulture and Agriculture	Dr. Mahroof Khan
3	Employment Generation in Apiculture, Sericulture and Pisciculture	Prof. Inam ul Haq
4	Hands on training in DTP and Spreadsheet	Dr. Mohd Jameel
5	Emergence of AI and IoT	Dr. Mohd Jameel
6	Introduction and structure of IPR	Dr. Imtiyaz Wani
7	GIS and Remote Sensing	Prof. Qasim Mir

Agenda item 3: Remuneration and honouring of Resource Persons

It was decided that one memento and Rs 1000/- be given to the offline resource persons and Rs 1500/- shall be given to the online resource persons.

## Agenda item 4: Mode of Workshop

It was decided that workshop shall be conducted in dual mode.

5. Recommendations and confirmations of minutes of meeting:

Dr. Mahroof Khan, read the minutes of the meeting and passed on these minutes to the IQAC member for their further comments, if any. No further comments were received.

All the staff members accepted and confirmed the minutes of the meeting and recommended these minutes of meeting for approval from the chair.

Members

S. No	Name	Signature
1.	Dr. Bashir Ahmed	
2.	Prof. Mohd Sadeeq	
3.	Dr. Mahroof Khan	

4.	Dr. Mohd Junaid Jazib	
5.	Dr. Mohd Jameel	
6.	Dr. Rehfit Naz Kosar	
7.	Dr. Mohd Riaz	
8.	Prof. Inam Ul Haq	
9.	Dr. Imtiyaz Ahmed Wani	
10.	Dr. Mohammed Rafi	
11.	Dr. Parvaiz Hussain	
12.	Dr. Jameel Ahmed	
13.	Dr. Mohd Ibrahim	
14.	Prof. Mohd Qasim Mir	
15.	Dr. Syed Zaigum Abbas	
16.	Dr. Mohd Tahir Amin Khan	
17.	Dr. Basharat Ahmad Shaheen	
18.	Dr. Assuam Mustafa	

6. Approval of minutes of meeting:

In pursuance to the discussions of the staff members on the agenda items and their recommendations for the approval of these minutes of the meeting held today, 20-02-25 the minutes of meeting are approved as read.

7. Termination of meeting:

The meeting ended at 01.30 p.m with a vote of thanks Prof. Mohd Sadeeq.

Dr. Sarshad Hussain
Co-ordinator IQAC

Approved