

Internal Quality Assurance Cell (IQAC) **GDC Pulwama**



NAAC Accredited Grade "A"

No.: GDC/PUL/24-25/01

Dated:16-11-2024

Minutes of the Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 15th November 2024 at 2:20 PM in the Conference Hall under the chairmanship of Dr. Haris Izhar, Principal, GDC Pulwama.

The meeting commenced with the permission of the Chair.

Agenda of the Meeting

- 1. Distribution of Criterion-wise responsibilities for AQAR 2023–24
- 2. Implementation of an Interactive Feedback System for Students, Teachers, and Alumni.

Proceedings and Resolutions:

Agenda Item 1: Distribution of Criterion Responsibilities for AQAR 2023-24

The Chair briefed the members about the importance of timely and systematic preparation of the Annual Quality Assurance Report (AQAR) for the academic year 2023-24. After detailed deliberations, the criterion-wise responsibilities were distributed among IQAC members and faculty coordinators. The concerned members were instructed to compile, verify, and submit data related to their respective criteria within the stipulated timeline to ensure smooth and timely submission of AQAR.

Resolution:

It was unanimously resolved that all criterion coordinators shall ensure accuracy, completeness, and timely submission of data as per NAAC guidelines.

Agenda Item 2: Implementation of Interactive Feedback System

The Chair emphasized the role of stakeholder feedback in quality enhancement and institutional development. The IQAC discussed the implementation of an interactive and structured feedback mechanism for Students, Teachers, and Alumni. It was decided to adopt both online and offline modes of feedback collection to ensure wider participation, transparency, and effective analysis.

Resolution:

The IQAC resolved to implement an interactive feedback system and to analyse the feedback periodically for continuous quality improvement and informed decision-making.

The meeting concluded with a vote of thanks to the Chair.

Coordinator -IQAC



Internal Quality Assurance Cell (IQAC) GDC Pulwama NAAC Accredited Grade "A"



No.: GDC/PUL/24-25/02

Dated:03-12-2024

Minutes of the Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 2nd December 2024 at 2:30 PM in the Conference Hall under the chairmanship of Dr. Haris Izhar, Principal, GDC Pulwama.

The meeting was called to discuss important quality-related initiatives of the institution.

Agenda of the Meeting

- 1. Conduct of Student Satisfaction Survey (SSS) for the Academic Session 2024-25
- 2. Participation in NIRF 2025

Proceedings and Resolutions

Agenda Item 1: Conduct of Student Satisfaction Survey (SSS) 2024–25 The Chair highlighted the importance of the Student Satisfaction Survey as a key quality indicator under NAAC guidelines. The IQAC deliberated on the modalities for conducting the SSS for the academic session 2024–25. It was decided that the survey would be conducted in **online mode** to ensure transparency, confidentiality, and maximum student participation. The IQAC Coordinator was entrusted with the responsibility of preparing the questionnaire and ensuring timely completion and analysis of the survey.

Resolution:

It was unanimously resolved to conduct the Student Satisfaction Survey for the session 2024–25 as per NAAC norms and to use the findings for quality enhancement initiatives.

Agenda Item 2: Participation in NIRF 2025

The Chair apprised the members about the significance of participating in the **National Institutional Ranking Framework (NIRF) 2025** for enhancing the institutional profile and benchmarking performance at the national level. The IQAC discussed the required data parameters and documentation. Concerned faculty members were assigned responsibilities for data collection and verification related to various NIRF parameters.

Resolution:

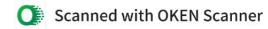
The IQAC resolved to participate in NIRF 2025 and to ensure accurate and timely submission of required data.

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

Coordinator

IQAC

03/11/2024





राष्ट्रीय मुल्यांकन एवं प्रत्यायन परिषद

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the National Assessment and Accreditation Council is pleased to declare

Government Degree College, Pulwama News Road, Pulwama, affiliated to University of Kashmir, Sammy and Kashmir as Accredited

with CSPA of 3.12 on four point scale

al A grade valid up to April 04, 2027

Dale: April 05, 2022



S. Camo Director



EC(SC)/100/2" Cycle/JKCOGN17629







राष्ट्रीय मुल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का म्यायल मेल्यान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Quality Profile

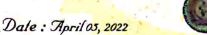
Name of the Institution : Government Degree College, Pulwama

Place: Newa Road, Pulwama, Jammu and Kashmir

Criteria	Weightage (W,)	Criterion-wise Weighted Grade Point (Cr WGP.)	Criterion-wise Grade Point Averages (Cr WGP _i /W _i)
I. Curricular Aspects	100	285	2.85
II. Teaching-Learning and Evaluation	350	1070	3.06
III. Research, Innovations and Extension	100	320	3.20
IV. Infrastructure and Learning Resources	100	335	3.35
V. Student Support and Progression	130	465	3.58
VI. Governance, Leadership & Management	092	239	2.60
VII. Institutional Values and Best Practices	100	323	3.23
Total	$\sum_{i=1}^{7} w_i = 972$) E(CrWGP) = 3037	

Institutional CGPA =
$$\frac{\sum_{i=1}^{7} (Cr WGP_i)}{\sum_{EW_i}} = \frac{3037}{972} = \boxed{3.12}$$

Grade = A



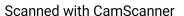






EC(SC)/100/2" Cycle/JKCOGN1762

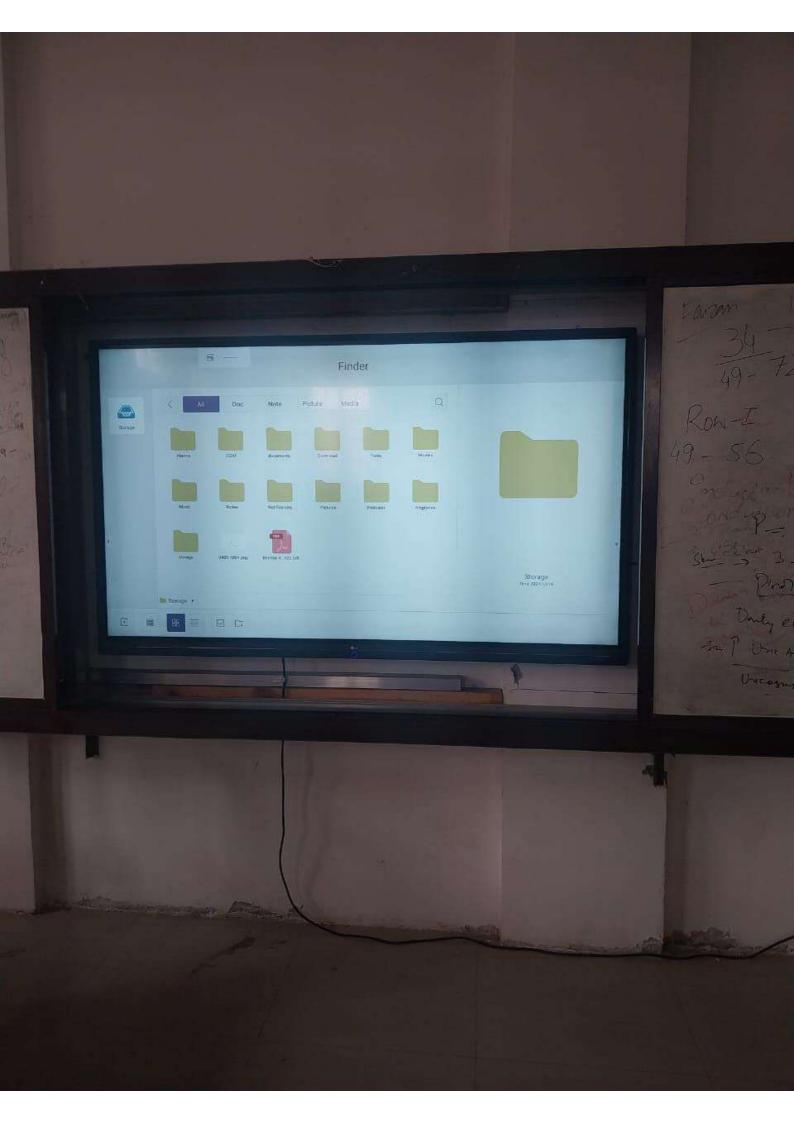














National Institutional Ranking Framework

Ministry of Education

Government of India



(https://www.nirfindia.org)

HOME (HTTPS://WWW.NIRFINDIA.ORG/HOME)

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PARAMETERS (HTTPS://WWW.NIRFINDIA.ORG/HOME/PARAMETER)

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Welcome to Data Capturing System: COLLEGE

Institute Name: Govt. Degree College Pulwama, Kashmir (IR-C-C-21446)

Parameter-wise Score (College)

TLR (100)	RPC (100)	GO (100)	OI (100)	PERCEPTION (100)
28.92	42.26	26.36	29.01	3.74

About Data Capturing System (DCS)

Important Notes

- ③ Help Manual
- ③ Help-Desk

Supported Browser (JavaScript must be enabled in your browser). How to enable javascript?

- **②** Internet Explorer (v11.0) [☑ (/Content/JSEnable/Internet_Explorer.pdf)]
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Supported Browsers (2)

National Institutional Ranking Framework

Ministry of Education
Government of India
Welcome to Data Capturing System: COLLEGE

Submitted Institute Data for NIRF'2025'

Institute Name: Govt. Degree College Pulwama, Kashmir [IR-C-C-21446]

Sanctioned (Approved) Intake

Academic Year	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19
UG [3 Years Program(s)]	1520	960	1340	-	-	-

Total Actual Student Strength (Program(s) Offered by Your Institution)

(All programs of all years)	No. of Male Students	No. of Female Students	Total Students	Within State (Including male & female)	Outside State (Including male & female)	Outside Country (Including male & female)	Economically Backward (Including male & female)	Socially Challenged (SC+ST+OBC Including male & female)	No. of students receiving full tuition fee reimbursement from the State and Central Government	No. of students receiving full tuition fee reimbursement from Institution Funds	No. of students receiving full tuition fee reimbursement from the Private Bodies	No. of students who are not receiving full tuition fee reimbursement
UG [3 Years Program(s)]	1437	664	2101	2101	0	0	0	290	33	45	0	212

Placement & Higher Studies

UG [3 Years Program(s)]: Placement & higher studies for previous 3 years

Academic Year	No. of first year students intake in the year	No. of first year students admitted in the year	Academic Year	No. of students graduating in minimum stipulated time	No. of students placed	Median salary of placed graduates(Amount in Rs.)	No. of students selected for Higher Studies
2019-20	1340	1211	2021-22	789	0	0(Zero)	183
2020-21	1340	664	2022-23	465	0	0(Zero)	220
2021-22	1340	600	2023-24	461	0	0(Zero)	102

Financial Resources: Utilised Amount for the Capital expenditure for previous 3 years

Academic Year	2023-24	2022-23	2021-22							
Utilised Amount		Utilised Amount	Utilised Amount							
Annual Capital Expenditure on Academic Activities and Resources (excluding expenditure on buildings)										
Library	343963 (Three Lakhs forty three thousand nine hundred sixty three)	1299304 (Twelve lac ninety nine thousand three hundred four)	1100000 (Eleven Lac)							
New Equipment for Laboratories	203966 (Two Lakhs three thousand nine hundred sixty six)	1299304 (Twelve lakh ninety nine thousand three hundred four)	3381298 (Thirty Three Lacs Eighty One Thousands two hundreds nighty eight)							
Other expenditure on creation of Capital Assets (excluding expenditure on Land and Building)	5862726 (Fifty Eight Lakhs sixty two thousand seven hundred twenty six)	3824824 (Thirty eight lakh twenty four thousand Eight hundred twenty four)	5373761 (Fifty Five lacs Seventy three thousands seven hundred and sixty one)							

Financial Resources: Utilised Amount for the Operational expenditure for previous 3 years

Academic Year	2023-24	2022-23	2021-22						
Utilised Amount		Utilised Amount	Utilised Amount						
Annual Operational Expenditure									
Salaries (Teaching and Non Teaching staff)	113308361 (Eleven Crores thirty three Lakhs Eight thousand three hundred sixty one)	105188866 (Ten crore fifty one lakhs eighty eight thousand eight hundred sixty six)	105112075 (Ten crore Fifty one lacs twelve thousand and seventy five)						
Maintenance of Academic Infrastructure or consumables and other running expenditures(excluding maintenance of hostels and allied services,rent of the building, depreciation cost, etc)	6403697 (sixty four lakhs three thousand six hundred ninety seven)	4511868 (Forty five lakhs eleven thousand eight hundred sixty eight)	5157935 (Fifty one lacs fifty seven thousands Nine hundreds and thirty five)						
Seminars/Conferences/Workshops	145297 (one Lakh forty five thousand two hundred ninety seven)	316690 (Three lakhs sixteen thousand six hundred ninety)	373014 (Three Lacs Seventy three Thousands and fourteen)						

PCS Facilities: Facilities of physically challenged students

Do your institution buildings have Lifts/Ramps?	Yes, more than 80% of the buildings
2. Do your institution have provision for walking aids, including wheelchairs and transportation from one building to another for handicapped students?	Yes
3. Do your institution buildings have specially designed toilets for handicapped students?	Yes, more than 80% of the buildings

Accreditation

NAAC Accreditation

1. Does your institute have a valid NAAC Accreditation?	YES
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Faculty Details

Srno	Name	Age	Designation	Gender	Qualification	Experience (In Months)	Currently working with institution?	Joining Date	Leaving Date	Association type
	Dr Mohammad Amin Mir	43	Assistant Professor	Male	Ph.D	194	Yes	17-08-2017		Regular
	Dr Saduf Nisar	43	Assistant Professor	Female	Ph.D	85	Yes	02-09-2019		Regular
	Dr Zaira Ashraf Khan	35	Assistant Professor	Female	Ph.D	98	Yes	31-07-2021		Regular
	Dr Parvaiz Ahmad Bhat	41	Assistant Professor	Male	Ph.D	206	Yes	23-01-2015		Regular
	Bashir Ahmad wagay	39	Assistant Professor	Male	NET	96	Yes	19-07-2017		Regular
	Dr Firdous Ahmad Khan	38	Assistant Professor	Male	Ph.D	107	Yes	24-02-2018		Regular
	Mohammad Aneesul Mehmood	36	Assistant Professor	Male	Ph.D	101	Yes	31-08-2019		Regular
	Arshad Rasool	39	Assistant Professor	Male	M. Phil	95	Yes	09-09-2017		Regular
	Dr Aushaq Hussain Dar	39	Assistant Professor	Male	Ph.D	102	Yes	10-02-2017		Regular
)	Asif Iqbal Kawoosa	48	Assistant Professor	Male	MCA	162	Yes	27-08-2019		Regular

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11	Muneer Hussain Ganaie	46	Assistant Professor	Male	NET	182	Yes	17-08-2016		Regular
12	Syed Azhara Yaqoob	35	Assistant Professor	Female	M.A	132	Yes	16-06-2017		Regular
13	Dawood Ahmad Bhat	34	Assistant Professor	Male	M.A	100	Yes	10-03-2018		Regular
14	Sanjay Kumar	48	Assistant Professor	Male	M.A	107	Yes	17-08-2016		Regular
15	Bilal Ahmad Dar	38	Assistant Professor	Male	M. Phil	115	Yes	18-08-2016		Regular
16	Dr Mohd Hussain Zargar	49	Assistant Professor	Male	Ph.D	197	Yes	05-09-2019		Regular
17	Dr Mohd Shafi Dar	48	Assistant Professor	Male	Ph.D	180	Yes	16-05-2020		Regular
18	Farooq Ahmad Pandith	58	Assistant Professor	Male	MCA	162	Yes	29-08-2019	-	Regular
19	Faisal Sualeh Hayyat	37	Other	Male	Ph.D	96	Yes	03-03-2017		Regular
20	Dr Mohammad Irshad ul Haq	41	Assistant Professor	Male	Ph.D	91	Yes	10-03-2020		Regular
21	Dr Javid Ahmad Bhat	48	Assistant Professor	Male	Ph.D	213	Yes	24-10-2017		Regular
22	Dr Jahangir Rather	40	Assistant Professor	Male	Ph.D	96	Yes	21-05-2017		Regular
23	Jon Mohammad Bhat	41	Assistant Professor	Male	M.A	156	Yes	17-08-2016		Regular
24	Dr Tanveer Ahmad	43	Assistant Professor	Male	Ph.D	71	Yes	12-09-2019		Regular
25	Master Showkat Ali	44	Assistant Professor	Male	Ph.D	227	Yes	01-01-2019		Regular
26	Imran Ahmad Mir	35	Assistant Professor	Male	M.COM	108	Yes	11-09-2019		Regular
27	Gh Mohammad Nengroo	59	Associate Professor	Male	M.Sc.	330	Yes	15-04-2017		Regular
28	Dr Mohd Yousuf Bhat	52	Assistant Professor	Male	Ph.D	198	Yes	30-06-2020		Regular
29	Dr Mudasir Altaf Bhat	37	Assistant Professor	Male	Ph.D	108	Yes	17-08-2016		Regular
30	Dr Muzafar Ahmad wani	38	Assistant Professor	Male	Ph.D	134	Yes	24-05-2017		Regular
31	Niyaz Ahmad Wani	60	Assistant Professor	Male	M.Sc.	311	Yes	03-09-2019		Regular
32	Dr Syed Rafi Ahmad	42	Assistant Professor	Male	Ph.D	124	Yes	02-06-2018		Regular
33	Dr Abdul Raoof Shah	47	Assistant Professor	Male	Ph.D	120	Yes	12-02-2017		Regular
34	Dr Rayees Ahmad Shiekh	41	Assistant Professor	Male	Ph.D	112	Yes	28-08-2017		Regular
35	Dr Shahid E Murtaza	50	Assistant Professor	Male	Ph.D	199	Yes	11-04-2012		Regular
36	Ali Mohammad Shah	61	Assistant Professor	Male	M. Phil	228	Yes	12-01-2018		Regular

37	Dr Showkeen Bilal Ahmad	42	Assistant Professor	Male	Ph.D	119	Yes	15-01-2017	 Regular
38	Dr Peerzada Yasir Yousuf	37	Assistant Professor	Male	Ph.D	94	Yes	04-11-2019	 Regular
39	Tanveer Ahmad Zoie	38	Assistant Professor	Male	NET	109	Yes	14-06-2017	 Regular
40	Yunis Basit Sofi	37	Assistant Professor	Male	NET	114	Yes	15-02-2017	 Regular
41	Dr Mohd Abbas Mir	36	Assistant Professor	Male	Ph.D	100	Yes	29-08-2019	 Regular
42	Dr Mohd Ashraf Khan	49	Assistant Professor	Male	Ph.D	216	Yes	30-12-2008	 Regular
43	Dr QUDSIA RASHID	40	Assistant Professor	Female	Ph.D	84	Yes	30-01-2021	 Regular
44	Dr Qulsum	44	Assistant Professor	Female	Ph.D	96	Yes	13-05-2019	 Regular
45	Javeed Mohiuddin Mir	61	Assistant Professor	Male	Ph.D	298	Yes	14-09-1991	 Regular
46	Dr Tota Banoo	37	Assistant Professor	Female	Ph.D	84	Yes	22-06-2021	 Regular
47	Parvez Ahmad Bhat	50	Assistant Professor	Male	Ph.D	205	Yes	18-02-2020	 Regular
48	Dr Nighat Shafi	55	Associate Professor	Female	Ph.D	188	Yes	07-05-2022	 Regular
49	Khurshaid Ahmad Rather	40	Assistant Professor	Male	M.Sc.	144	Yes	07-04-2017	 Regular
50	Imran Ahmad	42	Assistant Professor	Male	M. Phil	96	Yes	17-08-2017	 Regular
51	SHAHINA ISLAM	38	Other	Female	M.LISc	108	Yes	02-02-2021	 Regular
52	Mohmad Aarif Khanday	33	Assistant Professor	Male	M.Sc.	84	Yes	05-05-2022	 Regular
53	MASARAT JANBAZ	38	Assistant Professor	Female	M.A	89	Yes	17-02-2017	 Regular
54	SHOWKAT HUSSAIN ITOO	40	Assistant Professor	Male	Ph.D	60	Yes	11-12-2021	 Regular
55	AUSHAQ HUSSAIN DAR	45	Lecturer	Male	Ph.D	24	Yes	01-04-2022	 Adhoc / Contractual
56	MUZAMIL JALAL	36	Lecturer	Male	Ph.D	36	Yes	09-03-2022	 Adhoc / Contractual

Govt. Degree College Pulwama, Kashmir

ph: 01933 - 242391, Fax: 01933 - 241250 Website: www.gdcpulwama.edu.in principal@gdcpulwama.adu.in





NO GDC/PUL/24-25/ 1053

Dated:31 December 2024

Nothina Lile I Vote for Sure

Subject: Grant of Permission.

ORDER

Dr. Qulsuma Akhter, Assistant Professor Biochemistry of this college is hereby allowed to work on a DST-funded project under the TARE programme at the Department of Biochemistry, AIIMS New Delhi from 29.12.2024 to 14.02.2025. However, the Officer has to report to college as and when required.

NAAC Accredited Grade "A"

Copy to:

- 1. ANRF, 3rd & 4th floor, Block II Technology Bhawan, New Mehrauli Road, New Delhi-110016
- 2. Dr. Qulsuma, Assistant Professor Biochemistry for information.
- 3. Accountant/Head Assistant for Information.
- 4. IQAC/Convenor Research for information.
- 5. Office file for records.



ţ

ph: 1933 - 242391, Fax: 01933 - 241250 Website: www.gdcpulwama.edu.in

principal@gdcpulwama.edu.in

NAAC Accredited Grade "A"

Wothing Like I Vote for Sure

NO: GDC/PUL/24-25/__/05/

Dated: 27 DECEMBER 2024

Subject: Station Permission.

Mr. Zeeshan Shafi, Assistant Professor English of this college is hereby allowed to leave the station to attend FIP (Residential) from 01.01.2025 to 13.02.2025 at Jamia Millia Islamia, New Delhi.

pulwama, Kashmir

1.Mr. Zeeshan Shafi, Assistant Professor English for information. Copy to:

2. College Accountant for information.

3.IQAC for Info.

4.Office record



ant. Degree College Pulwama, Kashmir ρη: 01933 - 242391, Fax: 01933 - 241250 Website: www.gdcpulwama.edu.in

principal@gdcpulwama.edu.in NAAC Accredited Grade "A"

60C/PUL/24-25/__/050

Dated: 27 DECEMBER 2024

I Vote for Sure

NOC/Relieving Order

This is to certify that Mr. Zeeshan Shafi is working as Assistant Professor in the Department of English at Government Degree College, Pulwama w.e.f. 24.07.2024. He is hereby permitted/relieved for attending the 04-Week Faculty Induction Programme (Residential) to be conducted by the UGC-Malaviya Mission Teacher Training Centre, Jamia Millia Islamia, New Delhi from 02.01.2025 to 29.01.2025 through Offline Mode.

Place:

Date:

Govt. Degree College Pulwama, Kashmir

Copy to:

1.Mr. Zeeshan Shafi, Assistant Professor English for information.

2. College Accountant for information.

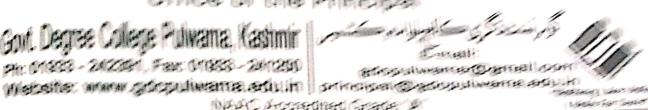
3.IQAC for Info.

4. Office record

Office of the Principal

Gout. Degree College Fullyama, Kashmir

ph; 01933 - 242391, Fax: 01933 - 241250



MANC Acceptabled Greate W

NO: 600/PUL/24/25/ 9/60

Dates of December 1000

Subject: Conduct of Board of Studies for the subject Economics. Reference: Letter No. 103/46/18-21/U-47 Delet: 12:12:2024.

OFDER

In pursuance to the communication received firom Islamia College of Science & Commerce Stillinger, Dr. Neveet Ahmed Lore, Assistant Professor Economics of this college is hereby allowed to attend the board of studies meeting at Islamia Callege of Science & Commerce Stringgar on 05.12.2024

Govit. Degree College Pulwama

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Stesnmi.

Comy to.

1- Personal file

2-MOAC from infrommetion.

3-Office record



Office of the Principal

Govt. Degree College Pulwama, Kashmir

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gdcpulwama@gmail.com

"Nothing Like Voting, I Vote for Sure"

NAAC Accredited Grade "A"

NO: GDC/PUL/24-25/_850

Dated: 09 NOVEMBER 2024

The In-charge. Research Projects (RP) Division Indian Council of Social Science Research (ICSSR) JNU Institutional Area Aruna Asaf Ali Marg. New Delhi - 110067

The Government Degree College Pulwama (J &K) forwards the application of Dr Naveed Ahmad Lone a permanent employee, for ICSSR Research Project.

We agree to administer the funds, provide basic research infrastructure facilities, and make available all its research facilities such as library, laboratory and other equipment and required office assistance for the smooth completion of the short-term empirical Research Project. We shall open and maintain a dedicated bank account duly registered at PFMS portal for release of the ICSSR Research Grant (Scheme Code-0877) without any delay. (Please refer notification given on ICSSR website - www.icssr.org).

If the scholar undertaking the short-term empirical Research Project leaves our institution due to valid reasons, we would have no objection to the transfer of the Project to a new institution, subject to the approval of the ICSSR. The institution, however, shall be responsible for submitting the audited statement of accounts and utilisation certificate for the grant received and utilised. Overhead charges will be apportioned as per ICSSR rules. NAAC Accredited Grade "A

On completion of the Project, the institution will ensure that all books/periodicals/equipment etc. purchased out of the project grant by the scholar are deposited with us as the affiliating institution. We would also acknowledge the receipt of books/periodicals/equipment etc. from ICSSR in our records or book entries, and communicate the same to ICSSR, New Delhi.

Place: Pulwama

Date: 09/11/2024

veed Ahmad lone

Signature

Office of the Principal

Govt. Degree College Pulwama, Kashmir

Ph: 01933 - 242391, Fax: 01933 - 241250

Website: www.gdcpulwama.edu.in principal@gdcpulwama.edu.in

gdcpulwama@gmail.com "Nothing Like Voting,

NAAC Accredited Grade "A"

NO: GDC/PUL/24-25/_506

Dated: 30 AUGUST 2024

I Vote for Sure"

Subject: Conduct of One-Day Workshop in commemoration of National Space Day on 23rd August, 2024

ORDER

Sanction is hereby accorded for the conduct of one-day workshop to celebrate National Space Day on 23rd August 2024 at the college. The theme of the workshop will be "Touching Lives while Touching the Moon: India's Space Saga." The workshop will be conducted by the Department of Chemistry and Department of Physics in collaboration with Research Committee and Institutional Innovation Council (IIC) of the college.

The organizing committee will comprise of the following:

S. No.	Official/s	Designation
1	Dr Haris Izhar Tantray	Chief Patron
2	Dr Tabasum Ismail	Coordinator
3	Ms Yasmeen Gul	Co-coordinator
	Dr Mushtaq Ahmad Tantray (President IIC)	Co-coordinator
4	Faculty, Department of Chemistry and Physics	Organizing Members
5	Faculty, Department of Chemiotry and Physics	Organizing Members
6	Research Committee C According Crade "A"	Organizing Members
7	IIC Members	Organizing Members

Sanction is further accorded for the light refreshment to be served among the participants.

Copy to:

1. IQAC for information

2. Heads, Department of Chemistry/Physics

3. President IIC

4. Convenor Research Committee

5. College Accountant

6. Office records