

**GOVT. DEGREE COLLEGE PULWAMA. J & K INDIA**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the meeting/Action Taken Report**

(25<sup>th</sup> March 2017, 2.00PM)

**Agenda**

1. Reading of the previous minutes
2. AQAR Submission for the year 2017-18
3. Student Satisfaction Survey (SSS) implementation and feedback from different stake holders
4. Data Collection from various Departments and Conveners of various Committees.
5. Chalk out plans for organization of important events in the College

**Details**

**1. Reading of the previous minutes and action taken:** The minutes of the previous meeting were read, confirmed and recorded. The AQAR 2016-17 was submitted as planned.

**2. AQAR Submission for the year 2017-18:** The IQAC Chairman, Principal of the College informed the IQAC Coordinator & members to look into data requirements for AQAR Submission for the year 2017-18. IQAC Coordinator informed that the templates regarding data requirements as per the latest online format are ready to be sent to all the departments/Conveners/Faculty members.

**3. Student Satisfaction Survey (SSS) implementation:** It was impressed upon all the members of IQAC to implement Student Satisfaction Survey. The questionnaire of Student Satisfaction Survey shared by NAAC was downloaded to collect the required information from the students.

**4. Data Collection from various Departments and Conveners of various Committees.**

The new format of NAAC –data templates was discussed. It was decided to enter the data from the all the departments/faculty in the template as shared by NAAC and review to be conducted based on the same.

**5. Chalk out plans for organization of important events in the College.**

It was discussed to organize the following activities during the session 2017-18

- Plantation drive
- Cleanliness drive
- Workshop on creative writing
- Seminars and debates with different themes
- Intra and inter-mural sports activities

**The meeting ended with the vote of thanks. Following members of IQAC cell were present in the meeting**

1. Principal of the College
2. Coordinator IQAC
3. Dr. Parvaiz Ahmad Bhat (Sr Assistant Professor)
4. Dr. Oyais Ahmad Chat (Assistant Professor)
5. Dr Mushtaq Ahmad Malik (Associate Professor)
6. Mr. Gulzar Ahmad Ganie (Associate Professor)
7. Mr. Gh. Mohd Nengroo (Associate Professor)
8. Binish Jahan Zaib (Student)
9. Adil Rashid (Student)

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the meeting/Action Taken Report**

(11<sup>th</sup> September 2017, 12.00 AM)

**Agenda**

1. Reading of the previous minutes
2. **Student Satisfaction Survey (SSS) and** Feedback from students/Alumni/Teachers
3. Status of data collection required for AQAR-2017-18 submission

**Details**

**1. Reading of the previous minutes and action taken:** The minutes of the previous meeting were read, confirmed and recorded.

**2. Student Satisfaction Survey (SSS) and Feedback from students/Alumni/Teachers:** The status of feedback forms, already circulated among different stakeholders in prescribed templates was confirmed and noted. It was resolved in the meeting to analyze the feedback and present the outcome in the graphical fashion. The job was assigned to Dr. Oyais, well versed with computer graphics, for the presenting the feedback outcome in a lucid and beautiful manner.

**3. Status of data collection required for AQAR-2016-17 submission:** The data collected from various departments, in the prescribed formats, were scrutinized by the members of IQAC. It was resolved to send reminders to the departments/ conveners who failed to submit the data on time. It was further decided to compile the data as per the latest guidelines issued by the NAAC and keep ready all the documents, beforehand, prior to online submission of AQAR.

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8. Binish Jahan Zaib (Student)
9. Adil Rashid (Student)