



Office of the Principal  
**Government Degree College Uttersoo**

گورنمنٹ ڈگری کالج اترسو (کشمیر)

Uttersoo—Shangus, Anantnag, Jammu & Kashmir – 192201

Email: [gdc.uttersoo@gmail.com](mailto:gdc.uttersoo@gmail.com) NAAC Accredited Grade—B [CGPA 2.33] Web: [www.gdcuttersoo.ac.in](http://www.gdcuttersoo.ac.in)  
Mobile No.: +91—9419065616 Landline: - 01932—293177

No.: GDCUT/2024/IQAC/1100

Dated: 17/12/2024

**MINUTES OF THE 4<sup>TH</sup> IQAC REVIEW MEETING [2024—25]**

|   |   |  |
|---|---|--|
| <b>Date:</b> 2024.12.17                               | <b>Time:</b> 02:00 p.m.                         | <b>Venue:</b> Office Chamber of worthy Principal |
| <b>AGENDA</b>   |   |  |
| Pending agenda of 3 <sup>rd</sup> IQAC Review Meeting | Status of AQAR for the Academic Year 2023-24    |  |
| Action Plan Finalization for AY 2024-25               | Status of decisions of previous Review Meetings |  |

An important meeting was convened by Coordinator—IQAC under the chairmanship of Worthy Principal in his office chamber on 17.12.2024 at 02:00.

**PROCEEDINGS:**

A-1: Pending agenda of 3rd IQAC Review Meeting:

**CRITERIA—6: GOVERNANCE, LEADERSHIP & MANAGEMENT**

**Institutional Vision and Leadership:**

The governance of the institution is reflective of and in tune with the vision and mission of the institution:

The effective leadership is visible in various institutional practices such as decentralization and participative management:

- Framing of Committees with the aim of decentralization & maximum participation

**Strategy Development and Deployment:**

The institutional Strategic/ perspective plan is effectively deployed:

- The process of strategic plan development and deployment in consultation with heads of departments

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

- Organogram on the college website & displayed in the campus
- Local Fund Employees

**Implementation of e-governance in areas of:**

Operation: Scholarships

Administration: HRMS/Samarth, Attendance, Sparrow, EPM

Finance and Accounts: PFMS, EMS [UoK]

Student Admission and Support: Admissions through Samarth

Examination: EMS [UoK]

**Faculty Empowerment Strategies:**

The institution has effective welfare measures for teaching and non-teaching staff:

- GPF/NPS, Gratuity, Maternity/Paternity leaves, CEA

Teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year:

- TA for faculty attending FDPs

Professional development /administrative training programs organized by the institution for teaching and non-teaching staff:

- Workshop for faculty regarding website CMS, Netiquettes

*Ummar Muhammad*  
UMMAR MUHAMMAD  
COORDINATOR—IQAC

*Mushtaq Ahmad Sohil*  
PROF. MUSHTAQ AHMAD SOHIL  
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Teachers attending professional development Programmes viz. Orientation/Induction Programme, Refresher Course, Short Term Course:

- Encourage faculty to attend FDPs

Institutions Performance Appraisal System for teaching and non- teaching staff:

- EPM
- APR

Financial Management and Resource Mobilization

Institution conducts internal and external financial audits regularly:

- Periodic Internal Audits to be conducted

Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections:

- Periodic Internal Audits to be conducted

Funds / Grants received from non-government bodies, individuals, philanthropers [not covered in Criterion III]

- Annual statements of accounts

Institutional strategies for mobilization of funds and the optimal utilization of resources:

- To be ensured by the Purchase committee & Development committee

Internal Quality Assurance System

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes:

The institution reviews the following @ periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities:

Teaching-Learning Process:

- Course Review,
- Blended mode of pedagogy
- Use of ICT

Structures & Methodologies of Operations:

- Systematization of operations

Learning Outcomes:

- Outcome achievements through CIA

Quality assurance initiatives of the institution include:

Regular meeting of Internal Quality Assurance Cell [IQAC]:

- Monthly Meetings of the cell for institutionalizing the quality assurance strategies, processes & operations.

Feedback collected, analysed and used for improvements:

- Transparent process & readily available feedback for continuous improvements

Collaborative quality initiatives with other institution(s):

- In a process of signing MoU with an organisation that would help us achieve quality parameters as laid down in the strategic plan

Participation in NIRF any other recognised quality audit:

- AISHE

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**CRITERIA—7: INSTITUTIONAL VALUES AND BEST PRACTICES**

**Institutional Values and Social Responsibilities**

**Measures initiated by the Institution for: the promotion of gender equity:**

- Programs on Gender Equity &
- Reframing CASH Committee with female staff as its core members & Dr. Mohammad Yousuf [Associate Professor of Political Science], as its Convener.
- Program on POCSO
- Common Room for Girls
- CCTV Surveillance
- Dedicated Washrooms
- Separate Park/Garden
- Awareness Program on Feminism & Women Empowerment
- Programs on Self-Defence

**The Institution has facilities for alternate sources of energy and energy conservation measures:**

- Solar Energy: Functional
- Biogas Plant Wheeling to the Grid:
- Sensor-based Energy Conservation:
- Use of LED Bulbs/Power Efficient Equipment:
  - Use of LED Bulbs, BEE/Star rated equipment

**Facilities in the Institution for the management of the following types of degradable & non-degradable waste:**

- Solid waste management:
  - Segregation at source
  - Compost pit
- Liquid waste management:
  - Septic Tanks
- Biomedical waste management: Not generated
- E-waste Management:
  - As per e-Waste Management policy of the government
  - Waste recycling system:
    - Segregation at source
    - Compost pit
- Hazardous chemicals and radioactive waste management: Not generated

**Water conservation facilities available in the Institution:**

- Rain water harvesting: Functional
- Bore well /Open well recharge: Two Functional Units
- Construction of tanks and bunds:
- Waste water recycling: -
- Maintenance of water bodies and distribution system in the campus: -

**Green campus initiatives:**

**The institutional initiatives for greening the campus are as follows:**

- Restricted entry of automobiles:
  - Only staff & students are allowed with vehicles
  - Car-Pooling encouraged
- Use of Bicycles/Battery powered vehicles:
- Pedestrian Friendly pathways: Constructed

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Ban on use of Plastic:

Shall be enforced strictly

Landscaping with trees and plants:

In collaboration with Social Forestry & other such organisations

Quality audits on environment and energy are regularly undertaken by the institution:

The institutional environment and energy initiatives are confirmed through the following:

Green audit:

→ To be performed through the competent authorities

Energy audit:

→ To be performed through the competent authorities

Environment audit:

→ To be performed through the competent authorities

Clean and green campus recognitions/awards:

→ Shall be worked out with the concerned faculty

Beyond the campus environmental promotional activities:

→ Various such activities like: cleanliness drives of water bodies, public places, forest patches

**The Institution has disabled-friendly, barrier free environment**

Built environment with ramps/lifts for easy access to classrooms:

→ Ramps are available

Disabled-friendly washrooms:

→ Necessary modifications may be suggested by the concerned committee

Signage including tactile path, lights, display boards and signposts:

→ Partially available

Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment -

Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading -

[Policy documents and information brochures on the support to be provided:]

[Details of the Software procured for providing the assistance:]

**Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities:** [as reflected in the administrative and academic activities of the Institution]

→ Special programs shall be conducted by the Debates & Seminar | Cultural Committee to inculcate tolerance and harmony towards diverse kinds of students belonging to ST, PSP, Poor categories

**Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens**

[Details of activities that inculcate values; necessary to render students in to responsible citizens:]

Programs on duties & responsibilities shall be conducted by the department of Political Science in collaboration with different committees of the college

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

The Code of Conduct is displayed on the website [Code of ethics policy document].

→ Uploaded on the website & displayed in the campus

There is a committee to monitor adherence to the Code of Conduct:

→ A monitoring Committee shall be framed

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Institution organizes **professional ethics programmes** for students, teachers, administrators and other staff.

Annual awareness programmes on **Code of Conduct** are organized:

- Programs shall be conducted for all stakeholders
- Monitoring committee composition
- Minutes of the committee meeting
- Number of programmes organized
- Reports of the various programs

Institution celebrates / organizes national and international commemorative days, events and festivals:

- Debates & Seminar Committee to upload reports on website
- Cultural Committee to conduct events & festivals

### Best Practices

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual:

- Student Welfare Account
- Adoption of plants by the staff & students

### Institutional Distinctiveness

Portray the performance of the Institution in one area distinctive to its priority and thrust:

- Catering to the ST category students

Plan of action for the next academic year:

- To be prepared towards the end of the academic session

### A-2: Status of AQAR for the Academic Year 2023-24:

The data collection is in progress and hopefully the AQAR shall be submitted in the extended timeline.

### A-3: Action Plan Finalization for AY 2024-25:

The Action Plan shall be finalized after the winter break.

### A-4: Status of decisions of previous Review Meetings:

Detailed review shall be taken regarding compliance to the decisions taken in previous meetings after reopening of the college in February 2025.

The meeting concluded with a formal vote of thanks.

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