



Office of the Principal  
Government Degree College Uttersoo

گورنمنٹ ڈگری کالج اٹرسو/کشمیر

Uttersoo—Shangus, Anantnag, Jammu & Kashmir – 192201

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Landline: - 01932—293177

No.: GDCUT/2023 /IQAC/ 756

Date: 20-9-2023

**NOTICE**

A meeting of the Internal Quality Assurance Cell [IQAC] is scheduled as follows:

**Date:** 21<sup>st</sup> September 2023

**Time:** 02:00 PM

**Venue:** Office Chambers of the Worthy Principal

**Agenda:**

- Discussion and finalization of the Academic Calendar for the Year 2023-24.
- Revision and updating of the Strategic Plan in alignment with the Vision & Mission.
- Development and approval of the Action Plan for the Academic Year 2023-24.
- Conduct of one-week Workshop on soft-skills.
- Any other matters with the permission of the chair.

All members are requested to kindly attend the meeting and actively participate in the discussions.

Thanking you.



COORDINATOR — I Q A C



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No.: GDCUT/ 2023 /IQAC/ 947

Date: 16-11-2023

**MINUTES OF THE IQAC REVIEW MEETING HELD ON 21<sup>ST</sup> SEPTEMBER 2023**

**Agenda:**

1. Framing of the Academic Calendar.
2. Revision of the Strategic Plan.
3. Development of the Action Plan.

**Proceedings:**

**1. Welcome and Introduction:**

The meeting began with a welcome note by the Coordinator, IQAC, who briefly outlined the agenda.

**2. Framing of the Academic Calendar:**

- A draft academic calendar was presented by Coordinator IQAC.
- Suggestions were invited, and inputs were received from all members.
- Key points discussed:
  - Tentative dates for the commencement of classes, continuous internal assessments, tours/field visits.
  - Inclusion of co-curricular and extracurricular activities in the calendar.
- **Resolution:** It was unanimously decided to finalize the academic calendar by incorporating the suggestions and to circulate it to all stakeholders.

**3. Revision of the Strategic Plan:**

- The Chairperson highlighted the need to update the strategic plan to align with the institution's evolving goals and priorities.
- Members reviewed the existing plan and suggested revisions focusing on:
  - Enhancing student engagement and academic performance.
  - Strengthening faculty development programs.
  - Emphasizing research and innovation.
- **Resolution:** A subcommittee shall be formed to draft the revised strategic plan and present it in the next meeting for approval.

**4. Development of the Action Plan for IQAC Activities:**

- The discussion centered on key initiatives to enhance the quality of education and institutional practices.
- Proposed activities included:
  - Organizing workshops and seminars for students & professional development programs for the faculty.
  - Strengthening feedback mechanisms from stakeholders.
  - Improving documentation and data collection for NAAC accreditation.
- **Resolution:** An action plan was drafted and approved for implementation, with periodic reviews to be conducted.

**5. Conduct of one-week Workshop on soft-skills:**

- It was proposed to conduct the workshop in collaboration with Nandi Foundation, Hyderabad in the month of November—2023.

**Conclusion:**

The meeting concluded with a vote of thanks by the Coordinator, appreciating the active participation of all members.



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No.: GDCUT/ 2023/IQAC/942A

Date: 13-11-2023

**NOTICE**

**Sub:** IQAC Review Meeting on Preparations for AQAR 2022-23 and Commencement of Online Classes

All the respected IQAC members are cordially invited to attend the IQAC meeting scheduled as per the details below:

**Date:** 13<sup>th</sup> November 2023

**Time:** 02:00 PM

**Venue:** Office of Worthy Principal

**Agenda:**

1. Review of progress in preparing the Annual Quality Assurance Report [AQAR] for the Academic Year 2022-23.
2. Discussion on finalization of data, documents, and compliance for AQAR submission.
3. Planning and implementation of online classes for the 1<sup>st</sup> & 3<sup>rd</sup> semesters due to prevailing cold weather conditions.
4. Allocation of responsibilities and technical requirements for smooth conduct of online classes.

Your presence and valuable input are crucial for the success of this meeting. Kindly make it convenient to attend.

Thanking you.



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No.: GDCUT/ 2023 /IQAC/ 962

Date: 22-11-2023



M-2

**MINUTES OF THE IQAC MEETING**

**Date:** 13<sup>th</sup> November 2023

**Time:** 02:00 PM

**Venue:** Office of Worthy Principal

**Agenda:**

1. Review of progress on the Annual Quality Assurance Report [AQAR] for 2022-23.
2. Discussion on transitioning to online classes for 1<sup>st</sup> & 3<sup>rd</sup> semester students due to cold weather.

**Proceedings:**

**1. Review of Progress on AQAR 2022-23:**

- The Coordinator—IQAC provided an update on the progress of the AQAR for the Academic Year 2022-23.
- Members discussed the completion status of various sections, including curricular aspects, teaching-learning, research initiatives, and other criteria.
- The Principal emphasized the importance of meeting the NAAC submission deadline and ensuring the accuracy of data and documents.
- It was resolved that all department heads must submit pending reports and data by the end of the month to finalize the AQAR 2022—23.

**2. Transition to Online Classes for 1<sup>st</sup> & 3<sup>rd</sup> Semesters:**

- Due to the prevailing cold weather conditions, members unanimously agreed to start online classes for students in the 1<sup>st</sup> & 3<sup>rd</sup> semesters.
- A schedule for online classes was proposed, and the following points were discussed:
  - a. Classes shall commence from **5<sup>th</sup> December 2023**.
  - b. Faculty members were instructed to prepare online teaching materials.
  - c. A workshop on effective online teaching techniques shall be organized to assist faculty in managing online sessions efficiently.
  - d. Students shall be informed about the schedule and platform [e.g., Google Meet, Zoom] through official communication channels.

**3. Other Matters:**

- Members suggested conducting a mid-semester review of the online teaching process to address any challenges.
- A proposal to allocate funds for improving IT infrastructure to support online teaching was discussed and shall be presented to the concerned.

**Resolutions Passed:**

1. Department heads to submit all required documents for AQAR by the month end.
2. Online classes for 1<sup>st</sup> & 3<sup>rd</sup> semesters to begin from **5<sup>th</sup> December 2023**.
3. A faculty workshop on online teaching to be held in the current month.
4. IT infrastructure improvement proposals to be reviewed and forwarded for approval.

The meeting concluded with a vote of thanks by Dr. Showkat Hussain, HoD Botany.



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No.: GDCUT/2023/IQAC/101A

Date: 13-12-2023

**NOTICE**

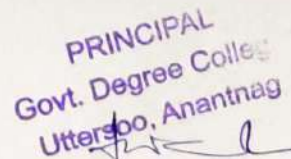
All the respected IQAC members are requested to attend an important meeting in the office of our worthy principal on 15<sup>th</sup> December 2023 at 11:00 AM on the below-mentioned agenda.

- 1. Review of Existing NSQF [National Skills Qualification Framework] Skills**
  - Discussion on the effectiveness of current skills offered by the various departments of the college.
  - Suggestions for improvement or introduction of new NSQF based Embedded SECs for better employability of students.
- 2. Reframing of IQAC Due to transfers of members**
  - Reframing of committees after the mass transfer of faculty members.
  - Proposal and finalization of new members to ensure the smooth functioning of the IQAC.
- 3. Rationalization of various subjects for Optimum Utilization of Human Resources**

Your presence and valuable input are crucial for the success of this meeting. Kindly make it convenient to attend.

Thanking you.

  
UMMAR MUHAMMAD  
COORDINATOR IQAC  
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No.: GDCUT/2023/IQAC/1031A

Date: 20-12-2023



M-3

### MINUTES OF THE IQAC MEETING

An important meeting was conducted today on 15<sup>th</sup> December 2023 in the office of worthy Principal to discuss the already communicated agenda.

#### **Agenda 1: Review of Existing NSQF Skills**

1. The current NSQF SECs were reviewed in detail.
2. Feedback from students and faculty highlighted the need to introduce NSQF-based SECs from the basket.
3. The Skill Development Committee was instructed to analyze and propose revisions to the existing SECs in the next IQAC meeting.

#### **Resolution:**

The Skill Development Committee will present an updated proposal for introduction of NSQF based Embedded SECs in the next meeting.

#### **Agenda 2: Reframing of IQAC due to transfers of members**

1. The IQAC acknowledged the lack of proper representation caused by the transfer of various faculty members.
2. Proposed new members were identified, keeping in mind the need for diverse representation from various departments.
3. A formal resolution was passed to include the following individuals as new members:
  - Mr. Rouoof Habib, Assistant Professor—Environmental Science
  - Mr. Basharat Hussain, Assistant Professor—Economics
  - Dr. Sabzar Ahmad, Assistant Professor—Zoology
  - Dr. Mohd Ashraf, Assistant Professor—Urdu
4. It was decided that the updated composition of the IQAC would be circulated among stakeholders for transparency and approval.

#### **Agenda 3: Rationalization of Subjects for Optimum Utilization of Resources**

1. The current course allocation was reviewed, and areas of resource underutilization were identified.
2. Suggestions were made to allocate programmes & courses to optimize faculty workload without compromising academic quality.
3. Departments were requested to submit detailed work-load data before the start of next session.

#### **Resolution:**

A detailed course allocation plan will be finalized after receiving department-specific data.

#### **Conclusion:**

The Coordinator thanked all members for their active participation and valuable inputs.



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No.: GDCUT/ 2024/IQAC/ 114

Date: 19-2-2024



**NOTICE**

All the members of IQAC are requested to report in the office of a worthy Principal on 20<sup>th</sup> February 2024 at 2:00 PM for a meeting on below mentioned agenda

**Agenda:**

**1. Review of Bottlenecks in AQAR 2022—23 Submission**

- Discussion on challenges faced in submitting AQAR 2022-23.
- Identification of specific issues and areas for improvement.
- Formulation of an action plan to address these bottlenecks.

**2. Transition of College Website Hosting and Content Management**

- Discussion on the proposal to transfer website hosting and content management services from FM Soft to the University of Kashmir.
- Review of technical and operational aspects of the transition.
- Approval of the transition timeline and delegation of tasks to concerned teams.

**3. Updates from Departments and Sub-Committees**

- Status updates on initiatives and tasks related to quality assurance and institutional growth.

Your presence and valuable input are crucial for the success of this meeting. Kindly make it convenient to attend.

Thanking you.

UMMAR MUHAMMAD  
COORDINATOR—IQAC



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No.: GDCUT/2024/IQAC/121

Date: 20-02-2024



M-4

### MINUTES OF THE IQAC MEETING

An important meeting of IQAC was conducted today on 20<sup>th</sup> February 2024 at 02:00 PM in the office of the worthy principal regarding the already communicated agenda

#### **Agenda of the Meeting:**

1. Review of bottlenecks faced in submission of AQAR 2022-23.
2. Discussion on the transfer of hosting and content management of the college website from the current service provider to the Directorate of IT & SS University of Kashmir.

#### **Proceedings:**

The Coordinator welcomed all members and briefed the meeting's purpose. The importance of addressing AQAR-related challenges and ensuring a smooth website management transition was emphasized.

#### **1. Review of Bottlenecks in AQAR 2022-23 Submission**

##### **— Discussion:**

- The committee reviewed the challenges faced in submitting AQAR 2022-23, including the non-availability of the college website, delays in data compilation, inter-departmental coordination issues due to the transfer of faculty in the annual transfer drive, and technical difficulties with documentation and uploading.
- Feedback from department heads indicated specific areas needing improvement, including timeliness of data collection and training on AQAR preparation.

##### **— Resolutions:**

- Develop a standardized data collection format for departments to streamline the process.
- Conduct training workshops for staff on AQAR submission requirements.

#### **2. Transfer of Hosting and Content Management of College Website**

##### **— Discussion:**

- The proposal to transfer hosting and content management of the college website from the current service provider to the University of Kashmir was deliberated.
- Members discussed the potential benefits, including accountability, cost-effectiveness, and enhanced technical support.
- Concerns regarding the transition timeline and the preservation of existing website content were raised.

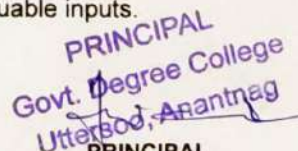
##### **— Resolutions:**

- Approve the proposal to transfer hosting and content management to the University of Kashmir.
- To oversee the transition and ensure smooth migration of content.
- Set a tentative timeline for the transition.

#### **Conclusion:**

The Coordinator thanked all members for their active participation and valuable inputs.

  
UMMER MUHAMMAD  
COORDINATOR — IQAC

  
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No.: GDCUT/2024/IQAC/229

Date: 02-04-2024



N-5

**NOTICE**

All the members of IQAC are requested to report in the office of a worthy Principal on 4<sup>th</sup> April 2024 at 2:00 PM for a meeting on below mentioned agenda.

**Agenda:**

- Requisition from HODs for faculty for the Academic Year 2023-24.
  - Collection and review of departmental requisitions.
  - Planning the recruitment process for the remaining academic session.
- Procurement of instruments for Science labs.
- Conduct of one-month workshop on Calligraphy.
- Conduct of Blood Donation Camp
- Establishment of College Botanical Garden

All members are requested to make it convenient to attend the meeting.

Thanking you.



UMMA RAZA HANMAD  
COORDINATOR — IQAC

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No.: GDCUT/ 2024/IQAC/ 254

Date: 08-04-2024



M-5

**MINUTES OF THE IQAC MEETING**

An important meeting of IQAC was conducted on 4<sup>th</sup> April 2024 at 02:00 PM in the office of the Worthy Principal regarding the already communicated agenda.

**Agenda Items Discussed:**

- **Requisition from HODs for Faculty Members for the Academic Session 2024-25**
  - Requisitions for faculty positions from various departments were reviewed.
  - It was noted that there is a need to fill the required positions with guest faculty across departments to meet academic requirements for the remaining academic session.
  - The detailed list of requisitions will be forwarded to the Nodal Principal for necessary action.
- **Procurement of instruments for Science labs.**
- **Conduct of one-month workshop on Calligraphy**
- **Conduct of Blood Donation Camp**

**Resolutions Passed:**

- Initiation of filling the requirements of faculty members for the remaining academic session by submitting the requisition to Principal Nodal College and Director, Higher Education Jammu and Kashmir.
- Procurement of instruments for augmenting the infrastructure of Science Labs.
- Calligraphy-Workshop shall be conducted in the month of May—2024.
- Blood Donation Camp shall be conducted in collaboration with H&ME Department
- Botanical Garden having medicinal plant species shall be established in the month of June—2024

The meeting concluded with a vote of Thanks by Prof Basharat Hussain, HOD Economics.

UMMAR MUHAMMAD  
COORDINATOR — IQAC



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No.: GDCUT/ 2024/IQAC/ 640A

Date: 20-07-2024

N-6



**NOTICE**

All the members of IQAC are requested to report in the office of a worthy Principal on 20<sup>th</sup> July 2024 at 02:00 PM for a meeting on below mentioned agenda

**Agenda:**

**1. ABC Accounts Creation**

- Updates on Academic Bank of Credits [ABC] account creation for students and faculty.
- Addressing challenges and setting deadlines for completion.

**2. Matters Related to Course Review**

- Review of existing courses and feedback from stakeholders.
- Suggestions for updates and curriculum enhancements.

**3. Inauguration of the New Administrative Block**

- Finalizing the schedule and arrangements for the inauguration ceremony.
- Reviewing the preparations and assigning roles to ensure smooth execution.

Your presence and valuable input are crucial for the success of this meeting. Kindly make it convenient to attend.

Thanking you.

UMMAR MUHAMMAD  
COORDINATOR — I Q A C



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Date: 24-07-2024



M-6

### MINUTES OF THE IQAC MEETING

An important meeting of IQAC was conducted today on 20<sup>th</sup> July 2024 at 02:00 PM in the office of the worthy principal regarding the already communicated agenda.

#### **Agenda Items Discussed:**

##### **ABC Accounts Creation**

- Progress on the creation of Academic Bank of Credits [ABC] accounts for students was reviewed.
- The college admission committee was directed to provide necessary support for smooth implementation.

##### **Matters Related to Course Review**

- Feedback from stakeholders, including students and faculty, was reviewed regarding syllabus Completion and remedial classes for weak students.
- It was resolved to complete the syllabus within the stipulated time and issue notices for remedial classes.

##### **Inauguration of the New Administrative Block**

- The inauguration ceremony for the new administrative block was scheduled for [Insert Date].
- Tasks related to the event, including invitations, logistics, and program details, were assigned.

##### **Resolutions Passed:**

- Deadline set for ABC account creation and facilitation measures.
- Completion of syllabus and start of remedial classes.
- Finalization of inauguration plans for the new administrative block.

UMMER R. HAMMAD  
COORDINATOR - IQAC



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## Compliance Report of IQAC Meeting during the period 2023-24

**Institution:** Govt Degree College Uttersoo

**Subject:** Compliance Report

**Date:** 27/01/2025

### 1. Discussion and Finalization of the Academic Calendar for the Year 2023-24

**Action Taken:** The Academic Calendar for the year 2023-24 was discussed in detail and finalized. Copies of the finalized calendar were circulated among all departments and uploaded to the official college website.

### 2. Revision and Updating of the Strategic Plan in Alignment with the Vision & Mission

**Action Taken:** The Strategic Plan was thoroughly reviewed and updated to align with the college's Vision and Mission. Key focus areas include quality education, skill development, and community engagement.

### 3. Development and Approval of the Action Plan for the Academic Year 2023-24

**Action Taken:** An Action Plan outlining key initiatives, timelines, and responsibilities for the academic year 2023-24 was developed and approved by the committee.

### 4. Conduct of One-Week Workshop on Soft Skills

**Action Taken:** A one-week workshop on soft skills was successfully conducted from 20-11-2023 to 25-11-2023, targeting final-year students to enhance their employability and interpersonal skills.

### 5. Review of Progress in Preparing the Annual Quality Assurance Report (AQAR) for 2022-23

**Action Taken:** The preparation status of the AQAR for 2022-23 was reviewed. Departments were reminded to submit pending data and documentation.

### 6. Finalization of Data, Documents, and Compliance for AQAR Submission

**Action Taken:** All required data and documents for AQAR submission were compiled and verified for accuracy. Compliance requirements were met, and the report was finalized for submission.

### 7. Planning and Implementation of Online Classes for 1st & 3rd Semesters

**Action Taken:** Online classes were planned and initiated for the 1st and 3rd semesters in response to cold weather conditions. An online Time table was framed, and faculty were briefed on online teaching protocols.





## 8. Allocation of Responsibilities and Technical Requirements for Online Classes

**Action Taken:** Responsibilities were allocated to faculty members, and necessary technical requirements such as software and internet support were arranged to ensure smooth conduct of online classes.

## 9. Review of Existing NSQF Skills

**Action Taken:** The current NSQF skill courses were reviewed. Suggestions for introducing additional skill-based programs were discussed.

## 10. Reframing of IQAC Due to Transfers of Members

**Action Taken:** The Internal Quality Assurance Cell (IQAC) was reframed to include new members following the transfer of existing members.

## 11. Reframing of Committees After Mass Transfer of Faculty Members

**Action Taken:** Various committees were reframed to ensure operational continuity. Roles and responsibilities were assigned to newly inducted faculty members.

## 12. Rationalization of Various Subjects for Optimum Utilization of Human Resources

**Action Taken:** Subject allocation was rationalized to optimize the utilization of available faculty. This included reassigning responsibilities to match faculty expertise with departmental needs.

## 13. Review of Bottlenecks in AQAR 2022-23 Submission

**Action Taken:**

- Challenges in AQAR submission were discussed.
- Specific issues such as delays in data collection and documentation were identified.
- An action plan to address bottlenecks was formulated and shared with stakeholders and finally AQAR 2022-23 was submitted in the month of October 2024.

## 14. Transition of College Website Hosting and Content Management

**Action Taken:**

- The proposal to transition website hosting and content management to the University of Kashmir was discussed and approved.
- A timeline for the transition was finalized, and tasks were delegated to the IT team.

## 15. Requisition from HODs for Faculty for 2023-24

**Action Taken:** Departmental requisitions for additional faculty were collected, reviewed, and forwarded to the administrative authority for necessary action.

## 16. Procurement of Instruments for Science Labs





**Action Taken:** Molecular Biology Science instruments for science laboratories were procured to enhance practical learning on 7<sup>th</sup> May 2024.

### 17. Conduct of One-Month Workshop on Calligraphy

**Action Taken:** A one-month calligraphy workshop was conducted successfully from 13<sup>th</sup> May 2024 to 4<sup>th</sup> June 2024, receiving positive feedback from participants.

### 18. Conduct of Blood Donation Camp

**Action Taken:** A blood donation camp was organized in collaboration with the Health and Medical Education Department on 12<sup>th</sup> June 2024. The event witnessed active participation from students and staff.

### 19. Establishment of College Botanical Garden

**Action Taken:** The foundation for a botanical garden was laid on 26<sup>th</sup> June 2024. High-altitude medicinal plants were planted for ex-situ conservation and High Density apple trees were also planted.

### 20. ABC Accounts Creation

**Action Taken:** ABC (Academic Bank of Credits) accounts were created for all students and faculty members as per UGC guidelines.

### 21. Matters Related to Course Review

**Action Taken:**

- Existing courses were reviewed based on feedback from students, faculty, and other stakeholders.
- Recommendations for curriculum enhancements were forwarded to the concerned authorities.

### 22. Inauguration of the New Administrative Block

**Action Taken:**

- The schedule and arrangements for the inauguration ceremony were finalized.
- Responsibilities were assigned to ensure smooth execution of the event.

