



Office of the Principal

Govt. Degree College Uttersoo

(گورنمنٹ ڈگری کالج اترسو (کشمیر))

Uttersoo-Shangus - 192201 - (Distt. Anantnag) - Kashmir

Cell : +91-9419450527

E : ldc.uttersoo@gmail.com W : www.gdcut.ac.in

Dated: 20/04/2020

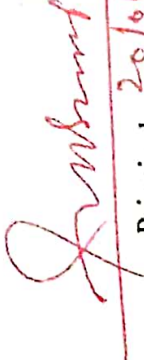
Establishment of Internal Quality Assurance Cell (IQAC)

In order for better performance evaluation, assessment, accreditation & quality up-gradation during the pre- and post-accreditation period and also for the promotion of general academic excellence, the college hereby establishes an IQAC with the following composition.

Chairman	Dr GNJ Quddusi	
Coordinator	Prof Mohmad Aarif Khanday	
Members	Full time	Prof Tariq Bashir
		Prof Shawana Manzoor
		Prof Bilal Ahmad Shah
		Prof Fida Hussain
		Prof Javaid Ahmad Kumar
	Part time	Dr Arif Sultan
		Mr Parvaiz Ahmad Khan
	Civil society	Ab Rahman Hafiz (Retd lecturer)
		Ab Rashid Beigh (Retd lecturer)
	Students	Aarif Ahmad Mochee
	Aamir Hassan	
Ex-officio	Fayaz Ahmad Kant (IT)	

Copy to:

1. Office records/ IQAC file
2. All the concerned to note


Principal 20/04/20

Principal,
GDC Uttersoo-Anantnag.

Sub.: Preparation of Academic Calendar and Course Review Committees (CRCs)

Sir,

As the college is going to resume for academic business soon, It is requested to your kind self to allow the heads of all the departments of the college to formulate the CRCs and frame annual tentative academic calendars.

Thanks in anticipation.


Coordinator IQAC

Dated: 27 / 04 / 2020

Copy to:

1. Heads of all the departments
2. IQAC file

OSMA
Approved
Issue the order
[Signature]

Internal Quality Assurance Cell (IQAC)

Govt Degree College Uttersoo - Anantnag


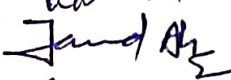
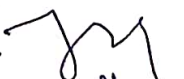
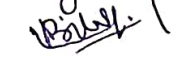

Dated: 12/ 05/2020

Minutes of Meeting

The IQAC held its maiden meeting to discuss some important issues concerning the students and the staff for quality control. A threadbare discussion led to the unanimity of opinion on the following points:

1. The committees will be reframed and made more active
2. Each committee will submit the yearly action plans and strenuously strive to accomplish the targets
3. All the stakeholders of the college will be asked to provide feedback in a structured manner which will be later analysed by the concerned committees under the guidance of IQAC. Action Taken Reports will be submitted by the concerned as and when required by the Chair

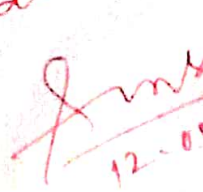
The meeting was attended by the following staff members.

- I. 
- II. 
- III. 
- IV. 
- V. 
- VI.
- VII.
- VIII.

Submitted in original to the Principal.


Coordinator IQAC

Minutes of the meeting approved. IQAC Co-ordinators to put up a formal official order with regard to the decisions detailed above.


12-05-20

Quality Indicators which need improvement

27/05/2020


Note: All these indicators have some weightage in NAAC rating

A. Quality indicators where we can improve on our own:

- a. Curricular Aspects
 - 1. Feedback system
- b. Teaching-learning and evaluation
 - 1. Student satisfaction survey
- c. Research, innovation and extension
 - 1. No seminar/ workshop conducted on IPRs and Industry academia innovative practices
 - 2. Number of books and book chapters published
- d. Infrastructure and learning resources
 - 1. No e-journals subscribed so far
 - 2. Availability of remote access to library as there is no website
 - 3. Percentage of students entering and using the library is less; needs improvement
- e. Student support and progression
 - 1. Average number of students benefitted by the scholarships needs to increase
 - 2. College financial aid
 - 3. Capability enhancement and development schemes like that for competitive exams, career counselling, soft skill development, remedial coaching, language lab, bridge courses, yoga and meditation need to be firmly established
 - 4. Average number of students benefitted by the scholarships and career counselling is meagre
 - 5. Vocational education training programmes need to be introduced
 - 6. Student grievance cell and anti-harassment cells need to be established
 - 7. Placement of passouts for the past five years needs to be documented
 - 8. Those who qualified NET, JRF, SLET, GATE, CS have to be consulted and the documents to be prepared
 - 9. Number of students taking part in intercollege sports and cultural activities
 - 10. Establishment of an active student council
 - 11. Number of activities held by the college
 - 12. Alumni association
- f. Governance, leadership and management
 - 1. Vision and mission of the institution to be made more robust and clear
 - 2. Decentralisation of administration trickling down to students
 - 3. Organisational structure
 - 4. Implementation of e-governance
 - 5. Effectiveness of various college cells/ documentation therein
 - 6. Faculty empowerment: Orientation and Refreshment courses

[Handwritten signature]

7. Teachers provided with financial assistance for going to workshops or conferences
 8. Performance appraisal system for teachers
 9. IQAC
- g. Institutional values and social responsibility
1. Best practices like solid waste management, liquid waste management and e-waste management
 2. Rainwater harvesting
 3. Green practices like bicycles, public transport, pedestrians, plastic free campus, paperless office, green landscaping with trees and plants
 4. Facilities for Divyangjans
 5. Institutional distinctiveness

A handwritten signature in blue ink, consisting of a large, stylized initial 'D' followed by a cursive name.

Internal Quality Assurance Cell (IQAC)

Govt Degree College Utersoo - Anantnag

Dated: 29/ 8/2020

Minutes of Meeting

The IQAC held an extensive meeting in order to discuss some more important points in the IQAC room itself. The work-done since the establishment of the cell was reviewed. The discussion ensuing after the review meeting culminated with the idea-gathering exercise.

Every staff-member present in the meeting voiced his/ her opinions.

Following points were resolved:

1. The online class-work shall be streamlined under Academic Monitoring Committee
2. The college administration shall write to the Higher Education Department for more funds to make all the classrooms smart, necessitated by the COVID-19 pandemic
3. Student database will be updated
4. More webinars to be organised for the students to keep them engaged
5. Library automation process to be expedited

Submitted to the Principal in original.

Present in the meeting:

- *[Signature]*
- *[Signature]*
- *[Signature]*
- *[Signature]*

Coordinator IQAC

Minutes of the meeting approved.
Co-ordinator IQAC to prepare draft
of formal order in his regard for
issuance and compliance by the
concerned. Also follow up action to
be taken by him - *[Signature]*

Worthy Chair,
GDC Uttersoo

Subject: Proposal to organise ICT Workshop on 17th October, 2020

Debates and seminar committee in consultation with College Advisory Committee of the college proposes to conduct one day workshop on information and communication technology for the staff on 17th October, 2020. SOP's will be followed in letter and Spirit.

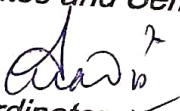
Submitted for kind approval.


Convener

CAC


Convener

Debates and Seminar


Co-ordinator

IQAC

dated: 05/10/2020

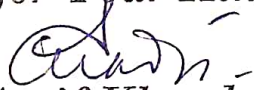

Approved
[Signature]

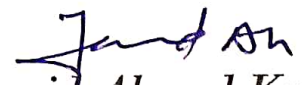
*The Principal,
GDC Uttersoo*

*Subject: Proposal for organizing an interactive session with Majid Iqbal
Khanday IAS*

*Debates and Seminar committee in collaboration with Career counseling
cell of GDC Uttersoo is proposing to organise an interactive session with
Mr. Majid Iqbal Khan IAS on 12th October, 2020 in the committee
room.*

Submitted for Your Kind Approval


*Mohmad Aarif Khanday
Co-ordinator
IQAC*


*Javaid Ahmad Kumar
Convener
Debates and Seminar*

Dated: 05/10/2020

*Approved
Javaid*

Proposal for the adoption of a potential BEST PRACTICE exclusive to the college

Title of the Practice:

Student Credit-approbation System (SCAS)

Objectives of the practice:

1. To involve the students in the *development and beautification* of the campus
2. To engender in them a sense of *service and duty towards the fellow students* and the community
3. To make students responsive to the changes and make them *accept the challenges*; ideate and devise the plans/ solutions to combat the challenges

The Context:

The COVID-19 pandemic changed the whole scenario the institutions work, colleges being no exception. The situation necessitated us to think out of box and go for *unconventional methods of teaching-learning to adapt with the change*.

Common observations:

1. The students are *less aware about the use of ICT* in the education
2. The fact that the academic courses are relatively less market-oriented, the students don't take the college studies as serious as needed
3. Even after stimulating the students to take part in the *decision-making*, most of them are reluctant to get into the fold due to various reasons
4. The COVID-19 pandemic *amplified the level of depression* amongst the students
5. The students seldom take interest in *contributing to the development of the college* and they lack the sense of belongingness
6. The students rarely take lead in NSS programs/ debates and seminars or cultural programs

The practice titled above is designed to alleviate these challenges by ensuring the involvement of students. This is assumed to act like a *welfare scheme* in which students would be *credited for contributing to the development of the institution and to develop their personality*. Simultaneously, they would develop *certain administrative capabilities* which would help them in a long run.



Internal Quality Assurance Cell (IQAC)

Govt Degree College Uttersoo - Anantnag

The practice:

The students would be asked to *choose from the assignments enlisted below which range from academics to administration*. Each student can participate and earn points earmarked for each assignment. The points would be converted into credits with the following formula:

$$\text{Number of credits} = \frac{\text{Total number of points earned across all the assignments}}{100}$$

The students would be awarded with the **credit certificate** after a specified period.

In addition, *credit system will be integrated with our Student Welfare Fund (SWF)* wherein the students can monetize their credits and get scholarships in lieu of their credits (the monetary value of a credit would depend on the fund available in the SWF).

Assignments:

S. No.	Assignment	Points
01.	Joining as a student-member in the working committee of the college	10 *
02.	Contribute towards the development of a green-initiative	20
03.	Give any idea which can be implemented	10
04.	Participation in debates, seminars or cultural programs	5
05.	Any significant contribution towards generating awareness about national integrity or harmony	15
06.	Getting trained in basic ICT methodology	15
07.	Become a peer-tutor	10
08.	Contribute towards the development of the college – Botanical garden, rock garden, etc.	25
09.	Community service	20
10.	Taking lead in awareness programs related to gender issues or mental issues	10

A student can join two committees at the most

Note: As a trial, the practice will be **notified for a period of 1 month** starting today and the students will be awarded accordingly in the 1st week of October.

We also have to note down the challenges **faced in the implementation of the practice** after the trial period of the practice is over.

IQAC Coordinator

Recommended
31.08.2021



Internal Quality Assurance Cell (IQAC)
Govt Degree College - Uttersoo
 Anantnag - J & K UT - 192201

Minutes of meeting

15/06/2021.

In the interest of the student community and for the general welfare of the college, the IQAC committee proposes the following steps to be taken with immediate effect as the colleges are slated to open for on-line teaching-learning soon:

1. All the committees to submit the Action-plan for the current year and follow the same in letter and spirit
2. The teachers be trained for running ICT facilities in the institution
3. Student-facilitation centre to be established as soon as possible
4. Enquiry cell for PWD to be established
5. Course-review Committees to be formulated under the guidance of Convener, Academic Excellence and Monitoring Committee

Submitted in aid to principal ma.

Convener, IQAC

1. [Signature]
2. Farid Ah
3. [Signature]

For S.No.1. All the Committees to prepare the Action Plan for the current year.

S.No.2. Prof. Arif / Junaid

S.No.3. Prof. Shamana

S.No.4. Prof. Tariq

S.No.5. Prof. Tariq

compliance



Internal Quality Assurance Cell (IQAC)

Govt Degree College - Uttersoo

Anantnag - J & K UT - 192201

Minutes of Meeting

Dated: 19/7/2021,

The IQAC committee proposes the following steps to be taken for the general welfare of the teachers and students of the college:

1. Establishment of a Botanical garden
2. Renewal of the subscription to the N-List
3. Registration of an Alumni association

Convener, IQAC

Submitted in original.

1. J.S.
2. J.S.
3. J.S.

S.No.1. Prof. Naseem of Prof. Arif
S.No.2. Prof. Arif (1/2 Library)
S.No.3. Prof. Goutam
All for Compliance

19.7.2021



Office of the Principal

Govt. Degree College Uttersoo

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Uttersoo-Shangus - 192201- (Distt. Anantnag) - Kashmir
Cell : +91-9419450527E : gdc.uttersoo@gmail.com

No.: GDC/2021/223

Dated: 04/8/2021

Establishment of Internal Quality Assurance Cell (IQAC)

In order for better performance evaluation, assessment, accreditation & quality up-gradation during the pre- and post-accreditation period an for the promotion of general academic excellence, the college hereby establishes an IQAC with the following composition:

Chairman/ Patron	Prof Tasleema Banoo
Coordinator	Prof Mohmad Aarif Khanday
Members	Prof Tariq Bashir
	Prof Javaid Ahmad
	Prof Nawaz Ahmad
	Prof Shawana Manzoor
	Dr Waseem Raja
	Prof Bilal Ahmad Shah
	Ab Rahman Hafiz (Retd lecturer)
Civil society	Ab Rashid Beigh (retd lecturer)
	Shahid-ul-Haqq (3 rd semester)
Students	Ati-un-Nisa (1 st semester)
	Mr Ab Rahman Khan
Ex-officio and clerical staff	Mr Shabir Ahmad Bhat
	Mr Fayaz Ahmad kanth

Copy to:

1. Office records/ IQAC file
2. All the concerned to note and act accordingly


Principal



Internal Quality Assurance Cell (IQAC)
Govt Degree College - Uttersoo
Anantnag - J & K UT - 192201

Dated: 4th August, 2021
Venue: IQAC Room

Minutes of meeting

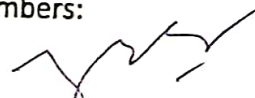

An important meeting of the IQAC was held today in which various issues were discussed. A threadbare discussion led to the following key points:

1. Online feedback should be taken from all the stakeholders of the college in order to improve upon certain parameters
2. Procurement of equipments and books should be expedited (funds released by Higher Education Department)
3. The creation of complete database of students should be given preference as a task
4. The Principal must be reminded to implement the pending proposals
5. Automation of the library and registration of students on INFLIBNET (N-LIST) portal must be expedited
6. Internet facility must be installed within the campus as soon as possible.

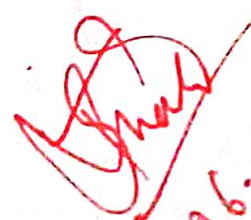
The document is submitted in original to the office of the Principal.


Coordinator, IQAC

Members:

1. 
2. 
- 3.
- 4.
- 5.
- 6.

S. No. 5 1/2 Librarian
S. No. 6 Prof. Bilal


26.08.2021

Minutes of Meeting

Dated: 16th August, 2021
Venue: College Staff-room

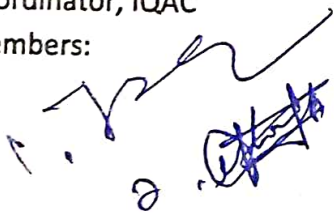
An important meeting was convened by the IQAC of the college to discuss important issues concerning the students and teaching faculty. This was to follow-up the proposals already sent to the Principal the previous year (but remained pending due to one reason or the other). The committee unanimously agreed to remind and persuade the Principal to take necessary steps to materialise the proposals already submitted.

Following points were agreed upon:

1. **A Botanical Garden should be established as soon as possible**: The HED hasn't yet released any funds for the same. However, local funds can be harnessed to establish the same on make-shift basis
2. **Green initiatives**: A proposal which was already given to the ex-Principal to establish rainwater harvesting, waste disposal, composting, etc should be taken up swiftly
3. **Rock-garden**: Some material has already been procured for this. NSS volunteers can be involved to design and complete the same
4. **Enquiry cell for PWD and baby-care centre**: Two small rooms need to be identified for the same
5. **Student welfare fund**: The previous year, all the staff members contributed some definite amount to this fund. It needs to be restarted
6. to be restarted
7. **Eco-park/ kitchen-garden**
8. **History museum.**


Coordinator, IQAC

Members:



Submitted in original to the Principal.

*Prof S. No. 1. Prof. Waseem & Prof. Arif
2. Prof. Shamana & Prof. Tariq Sb.
3. Prof. Arif
4. Prof. Shamana +
Prof. Tariq Sb.
5. Prof. Shamana
6. Prof. Tariq Sb.
7. Prof. Tariq Sb.
8. Prof. Tariq Sb.
All for compliance
Shah
21/08/21*

Govt. Degree College Uttersoo

گورنمنٹ ڈگری کالج اترسو (کشمیر)

Uttersoo-Shangus - 192201- (Distt. Anantnag) – Kashmir

Cell : +91-9419450527

E : gdc.uttersoo@gmail.com W : www.gdcuttersoo.ac.in

No.: GDCUT/2021/Civil-IQAC/448

Dated: 28/10/2021

Reframing the IQAC

In the partial modification of the Order No.: GDCUT/2021/223 Dated: 04/8/2021, the IQAC is reframed with the following composition:


Chairman/ Patron	Dr Tasleema Bano
Coordinator	Mohmad Aarif Khanday
Composition	Members 1. Prof Tariq Bashir 2. Prof Junaid Latief 3. Prof Shawana Manzoor 4. Prof Nawaz Ahmad 5. Prof Bilal Ahmad 6. Prof Javaid Ahmad 7. Prof Waseem Raja
	Civil society 1. Ab Rahman Hafiz (Retd lecturer) 2. Ab Rashid Beigh (Retd lecturer)
	Students 1. Monis Hameed (1 st Semester) 2. Navreena Ramzan (1 st Semester)
	Ex-officio members 1. Mr Ab Rahman Khan (Accounts) 2. Mr Shabir Ahmad (Clerical staff) 3. Mr Fayaz Ahmad Kanth (DEO IT and SS)


Principal

Worthy Sir,
College Advisory Committee and College Local Fund
Committee thoroughly discussed the issue of EE-engagement
of Mr. Sabzar Ahmad Sheikh (Sweepers) and
observed:-

1. Sabzar Ahmad Sheikh was least sincere
towards his duty in the past despite repeated
reminders by the College authority.
2. Since the said official moved his application
for his EE-engagement, he never bothered to
contact any official or visited College. This
clearly shows that the said official only wanted
to keep his candidature alive and nothing else.
3. The Committees also ^{are} of the opinion that the
EE-engagement of said official should not effect
~~the~~ the service of Miss Shafeeqa and Miss Rozy
Jan.
4. The EE-engagement of said official should be purely
provisional for ist three months to observe his work
and conduct.

Convenor College Advisory Committee

Tariq Hashim


Submitted to
Principal
for n/a -

Office
In view of the report
Keep Pending
S. Ahmad

Principal,
C/Dc 0110000 - Shangan,
Aranthay.

Sub.: Requisition for name-plates for different castings/depts.

Sir,

A few rooms are lying vacant in the main building which can be put to some genuine use. In this backdrop, equal number of name plates for the rooms are to be prepared —

1. Enquiry cell for PWD students
2. Baby care centre
3. IQAC
4. Career Counselling / Students welfare
5. CASH / WDC / GRD
6. History museum
7. Student facilitation centre
8. UGC cell / ASHE
9. R & In. Cell / Acad. Exc.

Thank in anticipation.

Sincerely yours,
M. Anif Uthmaniyah,
Coordinator, IQAC.



Govt. Degree College Uttersoo

گورنمنٹ ڈگری کالج اُترسو (کشمیر)

Uttersoo-Shangus - 192201- (Distt. Anantnag) – Kashmir

Cell : +91-9419450527E : gdc.uttersoo@gmail.com W : www.gdcuttersoo.ac.in

No.: GDCUT/2021/25/380

Dated: 27/9/2021

Order

For the smooth conduct of class-work and keeping in view the recommendations put forward by the IQAC, all the teachers are directed to:

1. Form Course Review Committees (CRs) and submit the syllabus completion report to the undersigned by 1st October, 2021
 2. Maintain daily attendance registers
 3. Make announcements in the student groups insisting them to utilise the N-LIST repository
- In addition, the Department of EVS, Botany and Physics will audit the institution on energy front and green initiatives. A detailed report with the recommendations on low-cost environment-friendly initiatives must be appended with the audit report by 3rd October, 2021.

Principal

Copy to:

1. IQAC
2. All the concerned to note