



Office of the Coordinator
INTERNAL QUALITY ASSURANCE CELL (IQAC)
Govt. Degree College Kupwara

Jammu & Kashmir (India), Pin Code: 193222
NAAC Grade-A (CGPA 3.15)



No. GDCK/IQAC/24/1002

Date 25/07/2024

Minutes of the Meeting

A meeting of Internal Quality Assurance Cell (IQAC) of the college was held with College Advisory Committee, College Purchase Committee, College Development Committee and College Library Committee under the chairmanship of the Principal in the office chamber of the worthy Principal on 25/07/2024 at 11:00 am. The meeting was attended by the permanent teaching faculty, PTI and Librarian of the college.

Agenda of the Meeting:

1. Issues related to new admissions for the session July-August 2024.
2. Preparations for Independent Day Celebrations
3. Smooth conduct of ensuing examinations of various BG semesters.
4. Punctuality of Teaching and non-Teaching staff.
5. Cleanliness and Poor Landscaping of the college
6. Updation of College Website and submission of AQARs by IQAC
7. Purchasing of chemicals/equipments/other items for smooth functioning of various departments of the college.
8. Availability of Literature in the college library for Skill Courses under NEP2020.
9. Co-curricular & extra-curricular activities for the new academic session.
10. Reviewing of College FEE structure for the new admissions by Admission Committee of the college.

Deliberations:

At the outset, the Convener IQAC/NAAC welcomed all the faculty members for the new academic session after 10 days summer break. A series of issues related to admissions directly or indirectly were discussed.

Since the enrolment of students in the college has shown a continuous decline from the last few years. The strategy about how to rejuvenate and motivate students for taking admissions to this college were highlighted in detail on the basis of SWOT/SWOC. Since the college has adapted NEP 2020 from the Year 2022 onwards, the wide disparity in fee structure had arisen. In order to fix this issue, the chair with the College Admission Committee deliberated in detail about revising of fee structure of different disciplines.

Smooth conduct of ensuing Kashmir University examinations of BG 2nd Semester Batch 2023 and 4th semester Batch 2022 in view of the non-availability of contractual staff was also discussed.

Keeping in view the forthcoming Independence Day, preparation of elaborate arrangements was discussed by Worthy Principal with Advisory Committee/ College Development committee/Purchase committee, ANO NCC and NSS Programme Officers in the college campus. A stock of power back-up of the Administrative block and other buildings was also taken into account.

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Landscaping of the college needs immediate attention in terms of fresh plantation drive so as to revive the aesthetic look of the college.

The upgradation of College website is required on priority, so that all communications are routed through the website. Further, the links for various criteria of pending AQARs for the Year 2022-23 and Year 2023-24 needs to be created on the developed website for the smooth submission of these AQARs on NAAC portal.

Experimental work is an essential part of curriculum. For smooth conducting of practical work of various departments for the new academic session, the status of availability of chemicals/equipments/other items was also deliberated.

The Convener Library presented the status of skill books in accordance with the skills chosen by this college. The Worthy Principal deliberated in detail about the procurement of these books in consultation with the heads of different departments.

As a part of co-curricular & extra-curricular activities, the Chair discussed in detail with PTI of the sports section and the Convener Debates & Seminars about devising the plans for the new academic session.

Finally, the meeting culminated with Vote of Thanks presented by Dr. M. Iqbal Darzi, Staff Secretary of the college.



Resolved:

- For the wider publicity of the admissions through college website, facebook and college WhatsApp groups, a video clip shall be made to showcase the main activities and infrastructure of the college, so as to woo students for new admissions. At the time of admission, faculty members shall be deputed at the admissions counters for proper counselling of students particularly for those subjects registering low admissions. Taking into account the implementation of NEP-2020 from 2022 onwards, the Advisory

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No. 2/DCK/IQAC/24/1002

Date 25/07/2024

committee along with Admission committee shall frame a revised fee structure for the new academic session 2024-25 as per the guidelines of JK Higher Education Department in vogue.

- All the concerned staff members shall submit their skill question papers and practical/tutorial awards of BG 2nd Semester (Batch 2023) and 4th Semester (Batch 2022) well on time to the examination section of the college. For the smooth conduct of the examination, the permanent teaching faculty shall remain present in the college for the ensuing exam to be held by the Kashmir University.
- For the forthcoming Independence Day, NCC wing of the college shall prepare and rehearse their cadets for the Independence Day parade. Debates and seminar/cultural committee shall conduct the various activities from 1st to 15th August as per the guidelines and instructions received from the Higher Education Department. NSS wings of the college shall ensure full support for the smooth conduct of these activities. The College Advisory Committee/College Development Committee/Purchase committee shall be responsible for the decoration and illumination of Administrative/Academic blocks of the college.
- The committees shall ensure adequate arrangements for smooth 24x7 power back-up of the Administrative block and other buildings of the college and necessary steps, if required, shall be taken accordingly.
- Staff will maintain punctuality for arrival and departure in letter and spirit. No staff member shall be allowed to register his/her attendance after 10:30 am in the morning and before 4:00pm in the evening.
- Landscaping committee of the college shall ensure the aesthetic look of the lawns is restored for which flower beds will be maintained by way plantation on priority. Purchasing committee of the college shall facilitate the procurement of various ornamental plants through online GeM portal. Emphasis would be taken in future to resort to drip irrigation facility for maintenance of ornamental plants.
- Prof. Imran Qadir, HoD Computer Sciences of this college shall upgrade the college website and look-after for any kind of information to be uploaded on the site. Every department will cooperate in providing their departmental profiles for the up-dation of the website. Subsequently, IQAC of the college shall make every effort for early submission of the pending AQARs to be submitted to NAAC.
- For smooth performing of practicals for new academic session, different departments shall put forth their proper requisitions of chemical/equipments/other items to the convener Purchases of the college as per their optimum needs.
- Phase-wise purchase of college books shall be ensured with more emphasis to be given on recently introduced skill courses under NEP-2020. In this regard, all the concerned departments shall submit their requisitions to the Convener Library, so that timely purchase of the books shall be make possible.



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No. GDC/K/IQAC/24/1002

Date 25/07/2024

- Mr. Ishfaq Ahmad, PTI Sports departments of the college shall frame a schedule/fixture for the various sports activities both at intra and inter college level (such as Cricket Match, Volley Ball, Badminton, etc.) to be slated for the new academic session.

College Advisory/Development/Purchase Committees/ IQAC members:

- Dr. M. Iqbal Darzi Convener (NAAC/Advisory/Purchasing /Development/IQAC/Library Committees)
- Dr. Irshad Ah. Lone Convener (NAAC/Advisory/Purchasing /Development/IQAC/Library Committees)
- Dr. M. Muzaffar Lone Member (NAAC/Advisory/Purchasing /IQAC/Library Committees)
- Dr. Khalid Bashir Member (NAAC/Development/IQAC/Library Committees)
- Prof. Mohd. Rafi Hajam Member (NAAC/Advisory/Purchasing /Development/IQAC/Library Committees)
- Dr. M. Ashraf Bhat Member (Development/IQAC/Library Committees)
- Dr. Umair Ali Member (Purchasing /Library Committees)
- Mr. Zahoor Ahmad Sofi Accountant (Purchasing Committee)
- Mr. Ashfaq A. Bhat Member (Development/Library Committees)
- Prof. Farooq A. Ganaie Member (NAAC/IQAC/Library Committees)
- Dr. Nasir Sonallah Member (NAAC/IQAC/Library Committees)
- Dr. S. Aftaab ul Maroof Member (NAAC/IQAC Committees)
- Prof. Tariq A. War Member (NAAC/IQAC Committees)
- Dr. M. Abass Bhat Member (NAAC/IQAC/Library Committees)
- Dr. Agah Syed Mudasir Member (Library Committee)
- Prof. Muzamil A. Teli Member (NAAC/Advisory/Purchasing /Development/IQAC/Library Committees)
- Dr. Hilal Ahmad Malla Member (NAAC/Advisory/Purchasing /Development/IQAC/Library Committees)

Minutes were prepared and submitted by Dr. Irshad Ahmad Lone, Convener IQAC, GDC Kupwara to the Principal for formal approval.

Principal



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No. QDEK/IQAC/24/1001

Date 10/07/2024

Minutes of the Meeting

A meeting of College Development Committee and Purchase Committee along with Internal Quality Assurance Cell (IQAC) was held under the chairmanship of the Principal in the office of the worthy Principal on 10/07/2024 at 11:30 am. The meeting was attended by the undersigned members of the concerned committees.

Agenda of the Meeting:

1. To expedite the various ongoing developmental works of the college.
2. To know the status of M&S in different departments of the college.
3. To seek suggestions for new proposals for the overall development of the college.

In the beginning, the Convener IQAC welcomed all the members of the developmental committee in presence of Prof. (Dr.) Abdul Rashid Malik, the new Principal of the college. A detailed outline about the latest developmental works that are presently undergoing in the college was presented by Dr. M. Iqbal Darzi, Convener Development Committee. These developmental works are summarized below:

Name of the Work	Executive agency	Sanctioned Cost (in lacs)	Allotted Cost (in lacs)	Released Amount (in lacs)	Status of the work
Construction of Skill Block	SICOP	97.11	97.11	86.55	80% Completed
Construction of Science Block	R&B	462.45	462.45	65.00	15% Completed
Construction of Overhead Bridge	SICOP	100.04	100.04	77.00	60% Completed
Installation of Control Access System on New Gate	Through GeM	18.50	18.50	18.50	80% Completed
Repairing of College Canteen	JKPCC	4.84	4.84	1.57	80% Completed
Construction of Washrooms	JKPCC	10.00	10.00		100% Completed
Construction of Girls Washroom	JKPCC	22.00	22.00	22.00	100% Completed

The status of works under different heads were evaluated in detail and after threadbare discussion, the committee resolved following points:

Resolved:

1. The Executive Agency may be intimated to expedite the balance work under different heads on war footing basis, for which letters may be forwarded to the concerned quarters.



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Date 10/07/2024

2. The college Development Committee shall establish the quantum of work-done for different works under above heads as per allied DPRs and Utilization Certificate(s) may accordingly be received.
3. The Planning Section of the Higher Education Department may be approached for release of balance amount for the works for which further grants have not been received so far.
4. Requisition may be sought from different departments for Materials & Supplies/Equipment/books on priority basis.
5. Collective efforts may be put together for the groundwork to be done for achieving Centre for Potential of Excellence (CPE) and subsequent autonomous status of the college.
6. Website of the college may be updated and made fully functional for which the services of concerned H.O.D of computer sciences may be availed. All notifications and communication of the college may be circulated through the website and counselling may be done to students for encouraging them to access notifications and other information through website and other means such as official Facebook Page and +WhatsApp groups.
7. Blacktopping of inner link roads of the college was proposed for which a letter may be communicated to District Development Commissioner Kupwara.
8. A new proposal may be formulated for a car parking shed and may be submitted to the Planning Section of the Higher Education Department, J&K.

Finally, the meeting culminated with Vote of Thanks by Dr. Farooq Ahmad Ganai, H.O.D Zoology in presence of following officers and the next date for action taken report shall be convened on 3rd August 2024:

College Development/Purchase Committee/ IQAC members:

- | | | | | |
|---|----------|--|--|--|
| 1. Dr. Irshad A. Lone
(IQAC/Purchasing) | Convener | | 8. Mr. Zahoor Ahmad Sofi
Accountant | |
| 2. Dr. M. Iqbal DARZI
(NAAC/Development) | Convener | | 9. Dr. Ashfaq A. Bhat
Member | |
| 3. Dr. M. Muzaffar Lone | Member | | 10. Dr. Farooq A. Ganai
Member | |
| 4. Dr. Khalid Basir | Member | | 11. Dr. Nair Sonaullah
Member | |
| 5. Dr. Mohd. Rafi Hajam | Member | | 12. Dr. S. Aftaab ul Maroof
Member | |
| 6. Dr. M. Ashraf Bhat | Member | | 13. Dr. Tariq A. War
Member | |
| 7. Dr. Umair Ali | Member | | | |

The minutes of the meeting were prepared by Dr. I. A. Lone and submitted to the Principal necessary approval.

Principal

02/03/2024

Competition of Speech
Theme "Quran & ..."
Debates & Seminars

NAAC Accredited Grade-A

No.GDCK/24/496

Dated: 09/07/2024

MEETING NOTICE

An important meeting of following committees is scheduled today on 09-07-2024 in the office chamber of the undersigned at 11:030 AM. All concerned are informed to attend this important meeting.

S. No	Committee with Convener name	Members
01	IQAC/NAAC Dr. Mohd Iqbal Darzi (NAAC) Dr. Irshad Ahmad Lone (IQAC) (Conveners)	Dr. Farooq Ahmad Ganai Dr. Mohd Muzzafar Lone Dr. Nasir Sonunllah Dr. Mohd Rafi Hajam Dr. Khalid Bashir Malik Dr. Sheikh Aftaab ul Maroof Dr. Tariq Ahmad War Dr. Mohd Abass Bhat
02	Development Dr. Mohd Iqbal Darzi (Convener)	Dr. Irshad Ahmad Lone Dr. Khalid Bashir Shah Prof. Ashfaq Ahmad Bhat Dr. Mohd Rafi Hajam Dr. Mohd Ashraf Bhat
03	Purchasing Dr Irshad Ahmad lone (Convener)	Dr. Mohd Iqbal Darzi Dr. Mohd Muzzafar Lone Dr. Mohd Rafi Hajam Dr. Umair Ali Mr. Zahoor Ahmad Sofi (Acc)

Principal

Copy to:

1. All concerned for note and compliance.
2. IQAC for record
3. File

E1 DCK/24/518

NAAC Accredited Grade-A



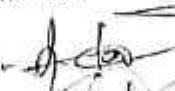




11.02.2024

18/AC

Minutes of the Meeting

A meeting of Sports Committee was held under the chairmanship of Worthy Principal Dr. Abdul Rashid Malik in his chamber on 08.07.2024.

Following members attended the meeting:

- | | | |
|------------------------------|-----------------|--|
| 1. Dr. Mohammad Iqbal Darzai | Staff Secretary |  |
| 2. Mr. Ashfaq Ahmad Bhat | Sports Convener |  |
| 2. Dr. Irshad Ahmad Lone | Member |  |
| 3. Dr. Sheikh Maroof | Member |  |
| 4. Prof. Mohd Rafi | Member |  |
| 5. Dr. Tariq Ahmad War | Member |  |
| 6. Dr. Umair Ali | Member |  |

Agenda of the meeting

Inter-College Cosco Cricket for Girls and Volleyball Tournament for Boys

It was unanimously resolved that:

1. Sports Department was directed by Worthy Principal to Conduct Inter-College Cosco Cricket for Girls and Volleyball Tournament for Boys for Kashmir Division Colleges.
2. It was decided that all the participating Colleges of Kashmir Division shall be sent an official invitation letter.
3. It was decided that an entry fee of Rs. 1000/= for Cricket and Rs. 500/= for Volleyball shall be collected from participating colleges.
4. It was decided that Officials shall be from Youth Service and Sports, and for this purpose an official letter shall be forwarded to them.
5. Mr. Ashfaq Ahmad Bhat (Organizing secretary) shall make all the necessary arrangements. All Sports Committee Members will assist HOD sports for the smooth conduct of this mega event.
6. It Was decided that participating teams shall be provided Refreshment @50/participants to Cricket and Volleyball players and match officials shall be provided refreshment. Refreshment shall be arranged from college canteen by Protocol Committee.
7. For the smooth conduct of event all the sports committee member shall perform their duties during the match day and other local fund employees, if needed duty roaster should be prepared.
8. For the felicitation of participating teams Winners, Runner-Up Trophies, Mementos, Artificial Grass for volleyball court, cricket Mat and Medals shall be purchased through GEM on urgent basis.



NAAC Accredited Grade-A

9. HOD Sports was directed to prepare requisition for sports equipments which are needed on urgent basis.

10. All the faculty members agreed to the above decisions unanimously.

Convener Sports

Submitted for approval to Worthy Principal

Approved as resolved
Principal 11/7/20

Copy to:

1. Office file for record
2. PTI/Sports Convener for necessary action
3. IQAC



OFFICE OF THE PRINCIPAL,
GOVT. DEGREE COLLEGE KUPWARA, JK-UT-193221

گورنمنٹ ڈگری کالج کپوارہ

NAAC Accredited Grade-A (CGPA 3.15)

Website: gdcupwara.edu.in

Date: 07.06.2024

Email Id: principal@gdcupwara.edu.in

No. GDCK/24/ 331

Minutes of the Meeting of the Subject Tour Committee held on 07 June 2024 in the
Office Chamber of the Principal, Government Degree College Kupwara

The Worthy Principal at the outset welcomed the members to the Subject Tour Committee Meeting and introduced the following agenda items related to the smooth conduct of subject tours of different departments of the college for the present session 2024.

Agenda Items

1. It was decided that all the departments will follow the proper procedure for conducting the subject related tours.
2. It was decided that instead of sending the students to outside the district, the subject tours shall be carried out dominantly in the home district where ever they will get maximum subject related practical knowledge.
3. It was decided that only regular students will be allowed for the subject tours.
4. It was decided that no external student will be allowed to join the subject tours.
5. It was decided that no student will be allowed to visit the deep and turbulent water bodies.
6. It was decided that all the non-teaching and LP employee whether working in any department or outside the department like college lawn and college gate shall get equal chance to escort the students during the subject tours.
7. It was decided that the reporting time will be 6:00 pm to 7:00 pm during the summer and 5:00 pm to 6:00 pm during the winter for all the subject tours.
8. It was decided that all the employs as well as students will cooperate the security agencies in the field.
9. It was decided that following departments will club for the subject tours:
 - a. Chemistry, Biochemistry and Clinical biochemistry (Gulmarg if possible).
 - b. BCA (National Institute of Electronics and Information Technology (NIELIT), Rangrate Central Industrial Area, Srinagar if possible.
 - c. Botany and Environmental Sciences (Bungus)

- d. Commerce, Economics, and Tourism Industrial Area Hundwara and Reshiwarri)
 - e. Geology, Geography and Disaster Management (Local Geological Sites)
 - f. History (Local historical Sites)
 - g. Education, Political Science and Sociology (Bungus)
 - h. Arabic, English, Urdu, Kashmiri and Persian (Local Sites)
 - i. Physics and Mathematics (Gulmarg if possible)
 - j. Zoology and Veterinary Sciences (Local Zoological Sites)
10. It was decided that the Boys and Girls be segregated if possible.
11. It was decided whenever subject tour may be organized, the Convener Transport may be consulted regarding the availability of transport facility.
12. It was decided that all the departments after successful completion of field will submit the Field Report in the IQAC duly signed by Tour In-charge, Convener Field Tours and Worthy Principal of the College.

The following Subject tour members were present in the meeting:

- 1. Prof. Mohammad Shafi Lone Principal/Chairman
- 2. Dr. Mohammad Iqbal Darzi Staff Secretary
- 3. Dr. Umair Ali Convener Subject Tour
- 4. Dr. Mohd Rafi Hajam Member
- 5. Dr. Nasir Sonaullah Member
- 6. Dr. Khalid Bashir Malik Member
- 7. Dr. Hilal Ahmad Malla Member
- 8. Dr. Muzamil Ahmad Teli Member

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


Convener
Subject tour

COAE

Minutes of Meeting

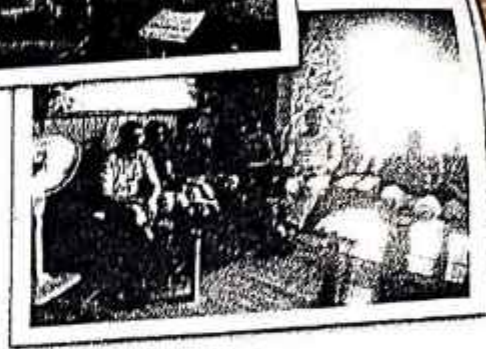
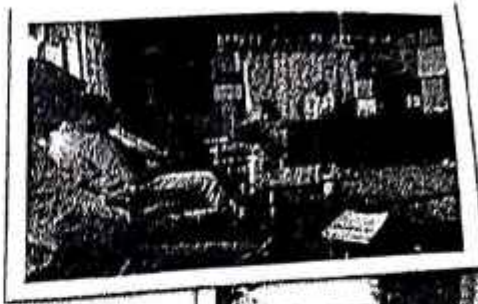
Minutes of the Admission Committee Meeting

Date: 09th July 2024

Venue: Principal Chamber

Convener: Dr. Mohd Muzzafar Lone

Chairperson: Dr. A. R. Malik, Worthy Principal



Objective:

To strategize for the Upcoming BG first semester admissions.

Points of Discussion:

1. **Attraction and Enrollment of Maximum Number of Students**
 - o This topic was given the highest priority.
 - o Members were encouraged to use various platforms to attract as many students as possible.
 - o Dr. A. R. Malik suggested several measures to achieve this goal.
 - o It was decided to hire a reputable YouTuber to widely publicize the admission process.
2. **Assignment and Training of Roles for Committee Members**
 - o The roles of verification and updating of information were discussed thoroughly.
 - o Dr. Mohd Muzzafar Lone assigned specific roles to the committee members.
3. **Setting Up of the Facilitation cum Verification Centre in BCA Laboratory**
 - o Following the Principal's advice, a facilitation cum verification centre will be established in the Computer Science Department.
 - o All activities related to the 2024 admissions will take place at this centre.
 - o Committee members will be scheduled on a rotational basis to staff the centre as needed.

Action Items:

Key Decisions:

- **Maximize Student Enrolment:** The committee agreed to employ various strategies to attract and enrol a maximum number of students for the ongoing BG first semester admissions. A YouTuber will be hired for extensive publicity.
- **Role Assignment:** Committee members were assigned specific roles (verification, updating, etc.) and received training from the Convener.
- **Facilitation Centre:** A facilitation cum verification centre will be established in the BCA laboratory for handling admission-related activities. Committee members will be available on rotation at this centre.


Convener Admissions


Principal

10/11/24

Minutes of Meeting

A meeting of the admission committee was called upon the Convener Admissions Dr. Mohd Muzzafar Lone today on 29th July 2024 in the college meeting hall. The meeting was chaired by the Worthy Principal Dr. A. R. Malik. The main objective of the meeting was to chalk-out the strategies regarding the ongoing BG first semester admissions and to understanding the process of admission and possible upcoming challenges and their solutions thereof. The meeting scheduled to be held today on 29-07-2024 in afternoon, continued on 30th of July 2024 morning, in the chamber of Principal GDC Kupwara.

The agenda of the meeting was:


1. Verification of application forms (CUET/ NON CUET)
2. Discussing Subject Streams and Combinations
3. Discussing possible skill and Multidisciplinary subjects
4. Discuss Timetable formation issues
5. Physical Verification of documents and related issues

1. Verification of application forms (CUET/ NON CUET) and Assignment and training of roles for all members of the committee.

The subject was thoroughly discussed and the Convener of the committee having the mandate assigned different roles like verification, updating etc. to the members. The Convener also provided a short training to its members about the assignments to be performed.

The verification roles assigned to various members of admission committee are as below:

S.No.	Name of the Official	Subjects Assigned
01	Dr. Mohd Muzzafar Lone	Overall Supervision, assigning Roles to Members, Technical Support
02.	Dr. Irshad Ahmad Lone	Verification of students with subjects: Chemistry, Bio-chemistry, Clinical Bio Chemistry

1. 

03.	Dr. Muzamil Ahmad Teli	Verification of students with subjects: Physics, Mathematics, Zoology
04.	Dr. Sheikh Aflab Maroof	Verification of students with subjects: Accounting and Taxation, Botany, Sociology.
05.	Mr. Mohd Rafi Hajam	Verification of students with subjects: Economics, Education, Political Sciences, Indian Music
06.	Dr. Aga Syed Mudasir	Verification of students with subjects: Urdu, Literature, , Geography, Geology, Tourism and Travel Management,
07.	Dr. Nasir Sonallah	Verification of students with subjects: Arabic Literature, Kashmiri Literature, Persian Literature, History
08	Dr. Imraan Qadir	Verification of students with subjects: Computer, Applied Maths. And data uploading on website.

Dr. Imraan Qadir HOD Computer science was added in the committee through an addendum replacing transferred member Dr. Musavira.

2. Discussion on subject combinations (Minor/Major) and the fee structure.

The subject was discussed in detail in consultation with college advisory committee in presence of the Worthy Principal. It was decided that a rationale shall be adopted to accommodate all the basic streams of the degree class. Moreover, the admission fee for different courses was also placed on the table of discussion and the ideas were fully shared with the College advisory committee and a 10% hike in government fee

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was added in accordance with the statutes formed in the government order no. 279-HE-of 2019 dated: 30-05-2019.

3. **Discussion and solution to various issues related to admissions 2024.**

There was a general discussion as how to tackle the admission 2024 and what are the future strategies to end up with maximum. The Worth Principal shared some important ideas form his wealth of knowledge and experience which shall definitely prove very much fruitful for the same.

The meeting concluded with a vote of thanks by Dr. Mohd Iqbal Darzi, Head Department of Commerce and secretary academic staff council GDC Kupwara.

Govt. Degree College Kupwara
Facilitation Centre
(Admission Counselling and Application Form Filling)

You will be facilitated with:-

- i. Submission of Form, FREE OF COST
- ii. Xerox of Documents, FREE OF COST
- iii. Print copy of Photograph, FREE OF COST


Convener Admissions


Principal