

# IQAC GOVT.DEGREE COLLEGE POONCH

## Minutes of meeting

Dated 23-05-2017

**AGENDA OF MEETING:** To acknowledge/appreciate the efforts made by the staff and students for the successful NACC Accreditation of the College.

A meeting of all the staff members was held on 23-05-2017 at 11:00 am in the Conference Hall under chairmanship of Prof. Tajinder Singh, Chairman of IQAC and Principal of the College. In the meeting principal of the college appreciated the IQAC and the staff members for their efforts which lead to the successful accreditation by NAAC. All those staff members who were actively involved during the NAAC accreditation process were felicitated by Appreciation Certificates. The coordinator IQAC thanked whole heartedly Principal, Staff Members (Teaching and Non-Teaching) and Students for their cooperation during the NAAC accreditation process.

Coordinator IQAC

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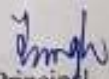
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Principal

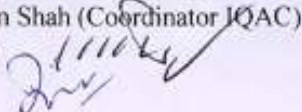


# IQAC GOVT. DEGREE COLLEGE POONCH

Minutes of meeting dated 08-04-2017

A meeting of the permanent teaching staff members of the College was held on 08-04-2017 at 11:30 AM in Conference Hall under chairmanship of Prof. Tajinder Singh (Principal). The agenda of the meeting was to discuss the effective measure for the preparation and documentation of criteria was report for NACC accreditation. After through detail discussion it was resolved that:

1. The work already approved and discussed in the meeting held on 06-04-2017 must be done with speedy manner and the concerned are directed to get them done after all codal formalities.
2. Staff members/committees/units incharge will submit all the related supporting documents to the concerned member's incharge without any delay.
3. Mean while all the committees incharge will coordinate with each other and IQAC and also submit report of all the activities carried out from time to time along with supporting documents' to the concerned incharge and co-coordinator for updating and documentation.

The following members attended the meeting.

1. Prof Musharaf Hussain Shah (Coordinator IQAC)
2. Prof Khadam Hussain 
3. Prof. Rani Mughal 
4. Dr. Zakir Hussain
5. Prof. Fetha Mohammad
6. Dr. Aziz Ahmed Chowan 
7. Dr. Shamim Ahmed Banday

The meeting ended with a vote of thanks to the respected chair.



**OFFICE OF THE COORDINATOR IQAC GOVT DEGREE COLLEGE  
POONCH**

**MINUTES OF MEETING**

Dated 09/09 / 2016

A meeting of all the members of teaching staff (Permanent) was held in the office of the IQAC, Prof. Mussaraf Hussain Shah in context with the election/ selection of Staff Secretary of the college for the academic session 2016-17. Following points were discussed and resolved.

1. **Staff Secretary:** Staff Secretary means a permanent faculty member selected/ elected by the permanent teaching faculty of this college.
2. **Democratic Election Process:** Staff Secretary shall be appointed/elected/declared by the election body through democratic process i.e. either unanimously or through the secret ballot.
3. **Tenure of Staff Secretary:** Staff Secretary shall be appointed for a period of one year and he shall not be impeached during his/her term. In case of transfer of Staff Secretary during his tenure, senior most faculty member shall automatically act as Staff Secretary for the remaining period of the year.
4. **Eligibility:** A Staff Secretary must have 3 years of service as permanent teaching faculty in the college. Moreover he/she must have cleared his probation period.
5. **Election Body:** Election body shall comprise of Election Commissioner with 3 to 4 members. Senior most staff member of the college shall be the Election Commissioner who himself will appoint the election body for smooth functioning of election office. If the senior most staff member himself contesting the election for Staff Secretary then next senior most will automatically assume charge of election commissioner. Members of Election body shall not campaign for anybody who is in fray of election of Staff Secretary but will vote for the same.
6. **Duties of Election Body:** every year in the first week of academic session election body shall notify the dates for filling of nomination paper for Staff Secretary. After the termination of nomination period the election body will scrutinize the nomination form and will notify the date for election and declaration of Staff Secretary.
7. **Tie of Votes:** in case two or more candidates get equal number of votes then senior among them will be given chance and be declared Staff Secretary for the year.
8. **Duties of Staff Secretary:**
  - a. The Staff Secretary shall make his body and has to take the whole staff into confidence.

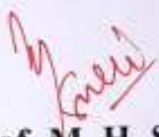
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**POONCH**



Date:- 08-04-2017

**NOTICE**

All the HODs/subject teachers are required to collect the Performa for profile of the departments for inspection and accreditation for visit of NAAC peer team from coordinator IQAC.

  
( Prof. M. H. Shah )  
Coordinator, IQAC,  
Govt. Degree College  
Poonch

**OFFICE OF THE COORDINATOR IQAC GOVT. DEGREE COLLEGE**  
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**(NAAC Accredited B+ Grade)**

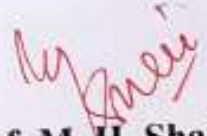


**Date:- 27-05-2017**

**NOTICE**

The following members of Internal Quality Assurance Cell are requested to attend a meeting in the IQAC room at 12:30 PM. the agenda of the meeting is to finalize the college prospectus and Annual academic calendar.

1. Dr. Jasbir Singh
2. Dr. Mohammed Azam
3. Prof. Khadam Hussain
4. Dr. Aurangzeb Anjum
5. Prof. Kamaljit Singh
6. Dr. Syed Wajahat Hussain
7. Prof. Joginder Singh
8. Dr. Shamim Bandey

  
**(Prof. M. H. Shah)**  
Coordinator, IQAC,  
Govt. Degree College  
Poonch

Copy to:

1. Principal Govt. Degree College Poonch for information.
2. Office record file.

**OFFICE OF THE COORDINATOR IQAC GOVT. DEGREE COLLEGE**  
**POONCH**



NO:IQAC/2017/106

Date:-27-05-2017

*The Principal*  
*Govt. Degree College*  
*Poonch*

*Subject : Updating Website of the college.*

*Sir,*

*The college Website has not been updated since long and old information are being reflected on the Website which is creating a poor impression of the college.*

*The incharge Website may be directed to get the Website updated with latest information and statistical data of the college at the earliest as new session will commence from June, 2017 with the onset of the admission.*

*Matter be treated as urgent.*

*Thanking you.*

*Yours faithfully,*

*(Prof. M. H. Shah)*  
Coordinator, IQAC,  
Govt. Degree College  
Poonch

Copy to:

1. Dr. Mohd Shafiq/Dr. Tariq Hussain Sheikh for information and communication that the needful may be done at the earliest.