

**GANDHI MEMORIAL COLLEGE, SRINAGAR**  
**INTERNAL QUALITY ASSURANCE CELL**  
**IQAC MEETING MINUTES OF THE IQAC COMMITTEE MEETING AND ACTION**  
**TAKEN**  
**2013-14**

The meeting of College IQAC committee was held on 7-3-2013 and 04-01-2014 under the chairmanship of Principal of the College. All the members of the IQAC were present. Mr Tanveer Hussain Beigh, Mr. Fayaz Ahmed Zargar, Mrs. Neelam Bashir also invited to elaborate on the implementation of College action plan. The main agenda of the meeting was the implementation of the action plan of College. The Action plan of the College was discussed threadbare and various decisions were taken. The meeting ended with the vote of thanks by the Coordinator IQAC. The Executive summary of the minutes and the outcome of the two IQAC meetings is as:

2013 Agenda of the meetings	Minutes of the two meetings held during 2013-14	<b>Action taken and outcome of the minutes of the meeting</b>
Improvement in teaching at UG levels	Implementation of the action plan passed by C&D Committee. The committee formulated the plan for the remedial coaching, extra classes and advanced coaching for the students	Construction of Smart Class was started. Science Laboratories were upgraded in terms of equipment, Chemicals, Glassware etc. Establishment of Language laboratory was also initiated. Classroom for BBA students was upgraded in terms of furniture, ceiling mount LCD projectors and interactive boards. Computer lab upgraded by acquiring new desktops for BBA department. Networking and internet facility enhanced for Commerce and BBA department. New editions were added to the central library and department library at the cost of 2, 42,156. Nearly all departments followed the plan and encouraging results were obtained.
<b>Seminars and workshops</b>	Keeping in view of the latest developments around the globe the committee recommended the conduction of seminars and workshop at national/State or departmental level	3 inter-departmental level seminars/workshops/symposia were conducted successfully with the financial assistance from local fund
Sports	It was also proposed that the infrastructure of the Physical education needs upgrade to meet the growing demand of the students as such the process to procure the new equipment and accessories be initiated.	Procurement of sports equipment.
Students Support	It was felt by the members of the committee that the high intake of girl students need improvement in the facilities	Construction of additional Common room for Girl students and Female teachers was proposed.
ICT	Committee also felt need for design and development of College website.	The Department of electronics under the dynamic technical knowhow of Prof Ruhul Amin Simnani .

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**2014-15**

The meeting of College IQAC committee was held on 7-3-2014 and 04-01-2015 under the chairmanship of Principal of the College. All the members of the IQAC were present. Head; Department of Commerce & Management Prof J.I.Kamili, Head; Department of English Prof Bilal Ahmed Malla and Head; Department of Electronics Prof Ruhul Amin Simnani were special invitees. The action plan of the college was also discussed for the complete implementation. New Proposals were discussed threadbare and various decisions were taken. The meeting ended with the vote of thanks by the Coordinator

The Executive summary of the minutes and the outcome of the two IQAC meetings is as:

<b>2014 Agenda of the meetings</b>	<b>Minutes of the two meetings held during 2014-15</b>	<b>Action taken and outcome of the minutes of the meeting</b>
<b>Enhancing teaching learning and research capabilities of the departments</b>	<ul style="list-style-type: none"> <li>• It was felt that to enhance the communicative skills of students the Language laboratory needs to be established in new block from the financial assistance from State Government.</li> <li><input type="checkbox"/> It was also resolved that the annual budget of IT &amp; SS shall be enhanced for procuring the latest instrumentation to cater the growing demand of in-house chemical analysis for research and industry</li> <li>It was felt by the committee that the computer labs needs immediate Up gradation</li> <li><input type="checkbox"/> Discussion on Language lab</li> <li><input type="checkbox"/> Timely completion of Syllabus, extra classes, remedial coaching and advanced learners course</li> </ul>	<ul style="list-style-type: none"> <li>• It was resolved that to carry the establishment of Smart classroom on modern lines, reputed firms having expertise in establishing such classes and good track and record may be consulted.</li> <li><input type="checkbox"/> New desktops, laptops and allied equipment of latest Configuration were procured for BBA, Commerce and Science departments.</li> <li>Books worth Rs50,653/= were purchased to enrich the library</li> <li><input type="checkbox"/> Already existing desktops, Laptops and other equipment were also upgraded as per the indents from the department</li> <li><input type="checkbox"/> Establishment of Language lab initiated out of plan funding</li> <li>Syllabus was completed by all the departments supplemented with extra classes and remedial coaching.</li> </ul>
<b>Extension</b>	<p>The committee placed on record the contribution of Fouzia Madoo and Reyaz Ahmed Andrabi in promoting extension activities through their NSS wing. Increase in the Financial support to carry Health awareness, Environmental Awareness programmes was recommended.</p>	<p>The volunteers from the college under the aegis of College NSS, NCC wings performed commendable social service activity in and around the flood hit areas of the Kashmir Valley.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Distributed kits to the flood victims and arranged for the camp in the premises of Islamia college in collaboration with the local</li> </ul>

		mohallah committees
<b>Seminars and workshops</b>	Keeping in view of the latest developments around the globe the committee recommended the conduction of seminars and workshop at national/State or departmental level	two inter-departmental level seminars/workshops/symposia were conducted successfully with the financial assistance from local fund

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**IQAC MEETING MINUTES OF THE IQAC COMMITTEE MEETING AND ACTION**  
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**2015-16**

The meeting of College IQAC committee was held on 4-3-2015 and 04-02-2016 under the chairmanship of Prof (Dr.) Anjeli Razdan all the members of the IQAC were present. HOD Commerce & Management Department Prof J.I. Kamili was invited as special invitee. Proposals from various departments were discussed threadbare and various decisions were taken. The main agenda of the meeting was to discuss the modalities for NAAC Accreditation of the College. The members put forth the time plan and guidelines for constituting various Committees. The meeting ended with the vote of thanks by the Coordinator IQAC.

The Executive summary of the minutes and the outcome of the two IQAC meetings is as:

<b>2015 Agenda of the meetings</b>	<b>Minutes of the two meetings held during 2015-16</b>	<b>Action taken and outcome of the minutes of the meeting</b>
Yearly scheduled Upgradation in the teaching departments	Establishment of language lab with latest gadgetries for the enhancing communicative skills among the students <input type="checkbox"/> <input type="checkbox"/> Timely completion of Syllabus, extra classes, remedial coaching	Hi-fi language lab established and handed over to the department of English and students benefited. <input type="checkbox"/> <input type="checkbox"/> Syllabus was completed by all the departments supplemented with extra classes and remedial coaching.
<b>Library</b>	Procurement of latest edition books and on spot selection in consultation with the departments	Team was selected from various departments for on spot selection of the books. Books worth Rs8664/ were added to the library.
Research	Various guidelines to be distributed among departments for the Minor and major projects.	One teacher prepared projects and submitted to the UGC for financial support.
<b>Extension</b>	To Organize programs in Post flood Health awareness, Environmental Awareness & developing Social responsibilities in students	Awareness for Pulse polio, Immunization, Antidrug, Tobacco Cessation Campaign in the vicinity of College Community and Social Service Camps Tree plantation programmes. HIV/ Swine flu awareness camps. Anti-smoking campaigns. Sewage control programs of Dal, Nigeen and Wular Lakes etc. Diabetes Awareness Programmes.
<b>ICT</b>	Establishment of new departments	Keeping in view the expertise and contribution of Prof Ruhul Amin Simnani in for handling online admission for the admission section of the College it was resolved that Prof Ruhul Amin Simnani shall be the Incharge of the said programme and he shall prepare the proposal regarding the establishment of Information technology and support system department (IT &SS) to be developed as an independent department
<b>Seminars</b>	Keeping in view of the latest	13 departmental level

<b>and workshops</b>	developments around the globe the committee recommended the conduction of seminars and workshop at national/State or departmental level	seminars/workshops/symposia were conducted successfully with the financial assistance from local fund
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**2016-17**

The meeting of College IQAC committee was held on 3-4-2016 and 04-01-2017 under the chairmanship of Prof Anjeli Razdan all the members of the IQAC were present, Convenor C & D Committee Prof. Bilal Ahmed Malla was the special invitee. The meeting ended with the vote of thanks by the Coordinator IQAC.

Executive summary of the minutes and the outcome is summarized as:

2016 Agenda of the meetings	<b>Minutes of the meetings held on 03-04-2016 and 4-01-2017</b>	<b>Action taken and outcome of the minutes of the meeting</b>
<b>Teaching</b>	Uninterrupted power supply to be provided to Smart Class room and language lab. Upgradation of the labs in terms of procurement of the equipment. Timely completion of Syllabus, extra classes, remedial coaching and advanced learners course	Both Smart class and language labs were connected to the 25 KV generator . Science labs upgraded in terms of water analyzers, PH meters, Conductivity meters and turbidity of latest Configuration Syllabus was completed by all the departments supplemented with extra - classes and remedial coaching.
<b>Library</b>	Procurement of latest edition books and on spot selection at international book fair in consultation with the departments	Team was selected from various departments and books worth Rs1,66,355/= were purchased on spot.
<b>Students support</b>	Maintenance of the facilities meant for the students	Common room for Girls, Toilet Block for girls well maintained by employing the services of support staff.
<b>ICT</b>	High speed internet to all the departments and students in the form of Wi-Fi campus	Networking and high speed Wi-Fi in collaboration with Reliance JIO Limited at the verge of completion. Fiber optics laid thought the campus and Wi-Fi routers installed.
<b>Seminars and workshops</b>	Keeping in view of the latest developments around the globe the committee recommended the conduction of seminars and workshop at national/State or departmental level	2 institutional / departmental level seminars/workshops/symposia were conducted successfully with the financial assistance from local fund.
Research	The members envisaged the need for setting up of instrumentation centre and the action plan to be formulated for attaining the same	Site for the SIC has been identified.

