

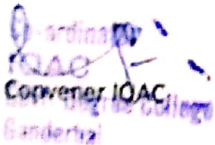
MINUTES OF THE MEETING

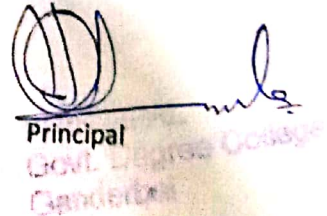
An important meeting of Heads of departments was held in the IQAC room on 25.04.2019 . The meeting was presided over by the Worthy Principal . The agenda of the meeting was to discuss about the finalisation of NAAC preparation . Worthy Principal sought details from the NAAC members regarding the preparations. The convener IQAC Dr Sheikh Bilal requested all heads to be prepared with updated documents which may be verified by the NAAC peer team as and when they visit our institution.

It was resolved with the Heads that they will keep the record of following documents available and handy:

- A. Departmental Profile.
- B. Faculty profile.
- C. Attendance registers ( 2013 onwards )
- D. Record of class tests conducted , practicals, sessionals, Assignments and project reports if any.
- E. Departmental timetable ( 2013 onwards )
- F. Notice Record file of Seminars, class tests, assignments, other events conducted by the department( 2013 onwards )
- G. Report of subject tours conducted ( 2013 onwards )
- H. Log book of smart / interactive boards ( 2017 )
- I. General Notice File
- J. Skill courses introduced with course Name , registration of students
- K. Teaching and evaluation record file ( 2013 onwards )
- L. Records related to : certificate courses conducted, vocational courses, Add on courses conducted etc.

It was also resolved that soft and hard copy along with requisite documents should reach to Convener IQAC and convener Webcite by or before 30<sup>th</sup> April 2019 positively.

  
Convener IQAC  
Govt Degree College  
Ganderbal

  
Principal  
Govt Degree College  
Ganderbal

- Copy to: 1. College Notice board for wide publicity
2. IQAC record file.
  3. Establishment section for office record.