



Office of the Coordinator IQAC, SKC Govt. Degree College Poonch
MINUTES OF MEETING

A meeting of the permanent teaching staff has been convened by Dr. Aurangzeb Anjum, Coordinator IQAC, in Conference hall to discuss the Agenda items on 08/06/2024 at 11:30 am.

Attendees: The following members of the teaching Staff attended the meeting:

SL	Name	Signature
01	Prof. Assadullah Khan (HoD Chemistry)	
02	Dr. Syed Wajahat Hussain (HoD English)	
03	Dr. Lovleen Kour (HoD Punjabi)	
04	Dr. Shamim Ahmed Banday (AP Zoology)	
05	Prof. Tehseen Abbas Khan (HoD Mathematics)	
06	Dr. Mohd. Akram (HoD Education)	
07	Prof. Mohd. Anwar (HoD Commerce)	
08	Dr. Aeijaz Ahmed (HoD Persian)	
09	Dr. Mussarat Jabeen (HoD Arabic)	
10	Prof. Waseem Akram (HoD Computer Science)	
11	Dr. Khalil Ahmed Reshi (HoD Urdu)	
12	Dr. Imtiaz Hussain Shah (AP Urdu)	
13	Dr. Amjad Ali Babar (AP Urdu)	
14	Dr. Yogesh Sharma (HoD Philosophy)	
15	Dr. Tabassum Naz (AP Zoology)	
16	Dr. Nawaz Ahmed (HoD Geography)	
17	Prof. Nusrat Kouser (HoD Political Science)	
18	Prof. Mohd. Razaq (AP Botany)	
19	Prof. Mohd. Basharat	
20	Dr. Rajnish Kumar (HoD Dogri)	
21	Prof. Masood Ahmed (AP Mathematics)	
22	Dr. Javaid Iqbal (HoD Biotechnology)	
23	Prof. Imtiaz Ahmed (HoD Environmental Science)	

- **Commencement of meeting:**

The meeting was declared open by the IQAC Coordinator at 11:35 am

- **Opening remarks:**

At the very outset of the meeting, the IQAC Coordinator welcomed all the members of the permanent teaching staff for attending the meeting. Thereafter, he briefed the agenda items of the meeting.

Agenda:

1) Preparation and Submission of AQAR for the Session 2023-24 (1/6/2023 to 31/5/2024)

- **Minutes of the meeting:**

On the basis of the views, comments and responses of members of the teaching faculty it has been unanimously resolved that all the criterion incharges and members of their respective criteria will diligently prepare and submit the AQAR records for further timely uploading keeping in view the quality parameters of NAAC.

- **Recommendations and confirmations of minutes of meeting :**

All the members of the permanent teaching staff accepted and confirmed the minutes of the meeting and recommended these minutes of meeting for approval of worthy Principal.

- **Termination of meeting:**

The meeting ended at 12:30 pm with a vote of thanks by Prof. Assadullah Khan, HoD Chemistry and Coordinator IQAC thanked all the members for their healthy discussion and cooperation.

(Dr. Aurangzeb Anjum) 8/05/24

Coordinator IQAC

Approved by:



(Dr. Jasbir Singh)

Principal

SKC Govt. Degree College

Poonch (J&K)

Date 08/05/2024



Office of the IQAC Coordinator SKC GDC Poonch

MINUTES OF MEETING

A meeting of the permanent teaching staff has been convened by Dr. Aurangzeb Anjum, Coordinator IQAC, in Conference hall to discuss the Agenda items on 08/05/2024 at 11:30 am.

- Commencement of meeting:**

The meeting was declared open by the IQAC Coordinator at 11:35 am

- Opening remarks:**

At the very outset of the meeting, the IQAC Coordinator welcomed all the members of the permanent teaching staff for attending the meeting. Thereafter, he briefed the agenda items of the meeting.

Agenda: To allot different criteria to permanent members of the teaching faculty for the preparation and submission AQAR 2023-24.

SL		Name of Teaching Faculty	Criterion Incharge/Member	Signature
01	Criteria-I Curricular Aspects	1 Dr. Mussarat Jabeen	Incharge	
		3 Prof. Waseem-Ul-Haq	Member	
		2 Dr. Javaid Iqbal	Member	
02	Criteria-II Teaching Learning and Evaluation	Dr. Lovleen Kour	Co-opted	
		1 Prof. Tehseen Abbas Khan	Incharge	
		2 Dr. Imtiaz Hussain Shah	Member	
		3 Dr. Nawaz Ahmed Malik	Member	
		4 Prof. Aafia Zaman	Member	
		5 Prof. Mehnaz Kouser	Member	
03	Criteria-III Research, Innovation and Extension	1 Dr. Mohd. Akram	Incharge	
		2 Dr. Khalil Ahmed Reshi	Member	
04	Criteria-IV Infrastructure and Learning Resources	1 Prof. Nusrat Kouser	Incharge	
		2 Dr. Rajnish Kumar	Member	
05	Criteria-V Students Support and Progression	1 Dr. Yougesh Sharma	Incharge	
		2 Mr. Alyas Ahmed PTI	Member	
		3 Prof. Imtiaz Ahmed <i>Exs.</i>	Member	
06	Criteria-VI Governance, Leadership and Management	1 Prof. Ghulam Abbas	Incharge	
		2 Prof. Mohd. Razaq	Member	
		3 Prof. Masood Ahmed	Member	
07	Criteria-VII Institutional Values and Best Practices	1 Dr. Aejaz Ahmed	Incharge	
		2 Dr. Amjad Ali Babar	Member	
		3 Dr. Tabassam Naz	Member	
08	Technical Team for Data Collection and Uploading	1 Dr. Waseem Akram	Incharge	
		2 Prof. Asrar Ahmed	Member	
		3 Prof. Mohd. Basharat	Member	


Dr. Wajahat Hussain

- **Termination of meeting:**

The meeting ended at 12:30 pm with a vote of thanks by Prof. Assadullah Khan, HoD Chemistry and Coordinator IQAC thanked all the members for their healthy discussion and cooperation.


(Dr. Aurangzeb Anjum)
Coordinator IQAC

Approved by:


(Dr. Jasbir Singh)
Principal
SKC Govt. Degree College
Poonch (J&K)

Date 08/05/2024



**OFFICE OF THE PRINCIPAL
SHRI KRISHAN CHANDER GOVERNMENT DEGREE COLLEGE
POONCH**

(NAAC ACCREDITED 'A' Grade)

Date: 23-10-2024

NOTICE

A committee of the following members is hereby constituted to finalized the schedule and conduct the election of the Class Representative and students body of the college for the academic session 2024-25.

1. Dr. Aurangzeb Anjum Convener (HOD Zoology) *[Signature]*
2. Prof. Ghulam Abbas Member (HOD Botany) *[Signature]*
3. Dr. Syed Wajahat Hussain Member (HOD English) *[Signature]*
4. Dr. Shamim Ahmed Bandey Member (Associate Prof. Zoology) *[Signature]*
5. Dr. Loveleen Kaur KesarMember (HOD Punjabi) *[Signature]*
6. Prof Nusrat Kousar. da HOD Political Sc *[Signature]*

[Signature]
(Dr. Jasbir Singh)
Principal

SKC Govt. Degree College
Poonch

Copy to:

1. Concerned for information.
2. Office record file.

Minutes of meeting.

Committee

A meeting of the Student Union Elections 2024 was convened by coordinator BAC, Dr. Anandgopal Agrawal in his office chamber today on 23/10/2024 at 12:30pm. The agenda of the meeting was to chalkout the Strategy for the smooth conduct of Student Union Elections 2024.

The following points have been discussed at length and resolved Unanimously:

- It has been decided that CRs of all the classes viz Sem I, III & V (NEB) and CBCs Sem 5th will be elected from all the Major Subjects.
- Nomination forms shall be invited from all the Major Subjects from 24/10/2024 to 28/10/2024 upto 3:00 PM. The nomination forms will be submitted in the office of Chief Election Commissioner / BAC looking.
- Withdrawal: 05/11/2024 upto 3:00 PM.
- Scrutiny: 06/11/2024.
- CR Elections: 07/11/2024 Head Boy/Head Girl elections will be held on the same day.
- The elected CRs of Semester-V shall be eligible to participate in Head Boy/Head Girl ^{Elections} of the college.
- The Candidates applying for Head Boy/Head Girl of the college must obtain ROC from their Respective ^{Major} Subjects Teachers.
- The respective Heads and class Teachers will remain present in their classes (only Major Subjects) on the day of Election.

4 (M)

5. Lovleen Kaur

6. H

1. An

2. M

3. An



**Office of the Chief Election Commissioner/IQAC
Coordinator SKC GDC Poonch**

Date: 23-10-2024

NOTIFICATION FOR STUDENTS' UNION ELECTIONS 2024

Applications/Nominations are invited from the enrolled students of all the Major Subjects of Semester—I, III, & V (NEP) and Semester—V (CBCS) 2024-25 for the election/selection of Class Representatives (CRs) as per the following schedule:

01	Application/Nomination Forms	24/10/2024 to 28/10/2024 upto 3:00 pm
02	Withdrawal of Application/Nomination Forms	05/11/2024 upto 3:00 pm
03	Scrutiny of Applications/Nomination Forms	06/11/2024
04	CRs Election	07/11/2024
05	Head Boy/ Head Girl Election	07/11/2024 2:00 pm
06	Declaration of Election Results	07/11/2024 2:30 pm

Note:

- Two CRs (one boy and one girl) from each Major Subject of Semester—I, III, & V shall be elected/selected.
- The candidates who wish to participate in Students' Election 2024 must obtain NOC from their Subject Teachers/HoDs.
- The Nominations/Application Forms shall be submitted in the office of the Chief Election Commissioner/Coordinator IQAC SKC GDC Poonch.
- The Head Boy/ Head Girl shall be elected/selected from the elected/selected CRs of Semester 5th only.

(Dr. Aurangzeb Anjum)
Chief Election Commissioner/
Coordinator IQAC, SKC GDC Poonch



Office of the IQAC Coordinator SKC GDC Poonch NAAC accredited with grade 'A'

MINUTES OF MEETING

Date 29/03/2025 Time 12:30 pm Venue IQAC Chamber

A meeting has been convened by Dr. Aurangzeb Anjum, Coordinator IQAC, SKC GDC Poonch in his office chamber to discuss the Agenda items.

Attendees: The following members of IQAC attended the meeting.

SL	Name	Signature
01	Prof. Ghulam Abbas (Botany)	
02	Prof. Assudallah Khan (Chemistry)	
03	Dr. Syed Wajahat Hussain (English)	
04	Dr. Loveleen Kour Kesar (Punjabi)	
05	Dr. Shamim Ahmed Banday (Zoology)	
06	Prof. Tehseen Abbas Khan (Maths.)	
07	Prof. Mohd. Akram (Education)	
08	Prof. Mohd. Riaz (Chemistry)	
09	Dr. Ajaz Ahmed (Persian)	
10	Dr. Mussarat Jabeen (Arabic)	
11	Prof. Waseem Akram (Com. Applications)	

Absentees: The following member(s) could not attend the meeting due to his/her/their pre-occupation and prior commitment/ non-availability on account of leave.

SL	Name of the Staff Member
1	
2	
3	
4	

- **Commencement of meeting:**

The meeting was declared open by the IQAC Coordinator at 12:30 pm

- **Opening remarks:**

At the very outset of the meeting, the IQAC Coordinator welcomed all the members of IQAC for attending the meeting. Thereafter, he briefed the agenda items of the meeting.

Agenda:

To enhance the ongoing process AQAR submission for the year 2024-25.

- **Minutes of the meeting:**

On the basis of the views, comments and responses of the IQAC members, the minutes of meeting are recorded as follows:

- a) It has been unanimously resolved that senior faculty of the college shall be entrusted the responsibilities of various criterion Incharges from the coming academic session 2024-25 for effective and timely submission of AQAR records.

- b) NSS and NCC Units of the college shall ensure the proper maintenance of record in the form of reports along with the GEO tagged photographs. The expenditure bills of activities will be submitted after a proper clearance from IQAC.
- c) The permanent as well as academic arrangement faculty shall submit their publications in IQAC.
- d) All the criterion incharges will ensure the completion of deficiencies in their respective criteria at the earliest to enable IQAC for timely submission of AQAR.

• **Recommendations and confirmations of minutes of meeting :**

All the IQAC members accepted and confirmed the minutes of the meeting and recommended these minutes of meeting for approval of worthy Principal.

• **Approval of the minutes of meeting:**

In pursuance to the discussions of the IQAC members on the agenda items and their recommendations for the approval of these minutes of the meeting, the minutes of meeting are approved as read.

• **Members of IQAC Committee**

SL	Name	Signature
01	Prof. Ghulam Abbas (Botany)	
02	Prof. Assudallah Khan (Chemistry)	
03	Dr. Syed Wajahat Hussain (English)	
04	Dr. Loveleen Kour Kesar (Punjabi)	
05	Dr. Shamim Ahmed Banday (Zoology)	
06	Prof. Tehseen Abbas Khan (Maths.)	
07	Prof. Mohd. Akram (Education)	
08	Prof. Mohd. Riaz (Chemistry)	
09	Dr. Ajaz Ahmed (Persian)	
10	Dr. Mussarat Jabeen (Arabic)	
11	Prof. Waseem Akram (Com. Applications)	

• **Termination of meeting:**

The meeting ended at 1:30 pm with a vote of thanks by Prof. Assudallah Khan and Coordinator IQAC thanked all the members for their healthy discussion and cooperation.

(Dr. Aurangzeb Anjum)
Coordinator IQAC

Approved by:

Principal
SKC Govt. Degree College
Poonch (J&K)

Date 29/03/2025