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Office Of The Coordinator
Internal Quality Assurance Cell (IQAC)
Govt. Degree College Pampore

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Minutes of meeting:

Chairperson: Prof. Dr. Seema Naz
(Principal)

Venue: Principal Chamber

dated: 15-06-21

Convener: Prof. Shah Lateef
(Coordinator IQAC)

Time: 11:30 AM

Members:

1. Prof. Shah Lateef (Coordinator IQAC)
2. Prof. Aijaz Manzoor (Coordinator Criterion 2nd Teaching Learning and Evaluation)

Agenda:

Submission of final draft of Criterion 2nd (Teaching Learning and Evaluation) along with all documental proofs.

Minutes:

Prof. Aijaz Manzoor coordinator Criterion 2nd discussed his concerned criterion with the chairperson and convener of the meeting and the following minutes of meeting were recorded:

1. That the criterion 2nd Teaching, Learning and Evaluation is having weightage of 350 marks/ points.
2. That for key indicator 2.1, the admission committee will formulate bar/line graph of students admitted year wise during last five years.
3. That Dr. Sami Ullah, Co-convener admission committee shall visit University of Kashmir for a detailed information with documental support about Number of seats earmarked for reserved category as per GOI or State Govt. Rule.
4. That for Key indicator 2.2, the admission committee will formulate subject wise student teacher ratio year wise during last three years (2019-21).
5. That the coordinator criterion 2nd shall write a detailed essay on the theme student centric methods used for enhancing learning experiences.
6. That the coordinator criterion 2nd write a detailed description on the theme, Use of ICT enabled tools for effective teaching learning by teachers in the college.
7. That all the teaching faculty members will submit a list of slow learners in their concerned subjects in the office of convener psychological counseling cell.
8. That for Key indicator 2.4, the coordinator criterion 2nd have to submit the details of teachers during the last five years on the format given below:

Name of teacher	Subject	Designation	PAN no.	Year of appointment	Total experience

9. That the coordinator criterion 2nd shall also submit the average percentage of full time teachers with Ph.D during the last five years.
10. That for Key indicator 2.5, the coordinator criterion 2nd shall write a detailed description on mechanism of internal assessment in the institution.
11. That the coordinator criterion 2nd shall write a detailed description on mechanism to deal with internal examination related grievances.
12. That for Key indicator 2.6, the all the faculty members have to submit course outcomes on the below given format within two days positively.

Course Code:

Course Name:

After completion of course the students shall be able to:

Remember	Course objective 1 based on remembering
Understand	Course objective 2 based on understanding
Application	Course objective 3 based on application
Analysis	Course objective 4 based on analyzing
synthesis	Course objective 5 based on synthesizing

13. That for Key indicator 2.7, Dr. Shabir Hussain Lone and Dr. Sami ullah shall compile the database of semester 2nd, Dr. Mohd. Iqbal Malik shall compile the database of semester 3rd, Prof. Mohd. Irfan bhat shall compile the database of semester 5th and Prof. Ashaq Rashid shall compile the database of 6th semester by using below mentioned format:

Name	Class	Gender	St. Id No.	Adhar Id no.	Mobile number	Email Id	Degree Programme

Submitted for Approval
 Coordinator IQAC
 Prof. Shah Lateef

Approved
Shah Lateef