



### NOTICE

It is hereby notified for the information of all the faculty members that an important meeting of IQAC, examination and academic monitoring committee is scheduled to be held on 25/07/2020 at 11:00 AM in the college library .

The agenda of the meeting includes:

- 1) Preparedness of the IQAC regarding collection of statistical data from admission, examination and establishment sections.
- 2) Review of online classwork.
- 3) Submission of 5th and 4th semester award rolls.

All the faculty members are directed to make it convenient to attend the meeting.

Sd/

Principal

Prof.(Dr.) Maheen Mustafa

24/07/2020

## Minutes of the meeting

Dated : 25-07-2020

At the very outset, Prof. (Dr.) Maheen Mustafa, the Principal, Srinagar Women's College, Srinagar Zakura welcomed the participants and briefed them about the purpose of the meeting. The Principal sought status of the preparations and developments regarding the criteria for NAAC from the co-ordinators. In addition to that the following issues were brought into their notice by the Principal for deliberations, which were discussed threadbare one by one and resolved as shown against each:-

- Class work of various Semesters

That class work being our primary task be given utmost priority and it was emphasised that the teaching faculty should take full advantage of the technological tools available like, audios, videos, ZOOM, Google Meet etc. in order to meet the aspirations of the students. Besides, that it was impressed upon the teaching faculty that they shall go for remedial classes in addition to routine teaching sessions. Further, it was also resolved that class work for the 6th and 3rd Semester shall be resumed from 27th of July 2020 and the class work of 1st semester shall be continued without any break.

- Submission of 5th and 4th Semester Award rolls

Since, the examination of all the semesters are conducted online by the college itself due to covid-19 pandemic and the award rolls of 5th and 4th semester which were completed by the concerned teachers were forwarded to the Examination Cell of the college for its onward submission to the University of Kashmir (Examination wing).

- Progress report regarding seven criteria for NAAC accreditation.

The Chief- Coordinator (Principal) sought the status of the assignments from the coordinators of the NAAC Committee that were entrusted to them in the last meeting held on 20-07-2020. The co-coordinators appraised the chief coordinator and other members about the measures, views and their findings regarding each criterion assigned to them which was appreciated by the Coordinator and Chief-coordinator who directed them to move ahead and complete all the things within the stipulated time for the upcoming NAAC accreditation. Further, it was felt that E-workshop should be held preferably in the next month (August), wherein eminent personalities be invited to have an insight of IQAC which should be organised by Dr. Amit Kumar, Coordinator NAAC and Prof. Rafiq Co-coordinator.

Further, the Chief- Coordinator was of the view that all the following activities which are directly or indirectly related to NAAC Accreditation should be undertaken in coming days:-

i) Preparedness of College "Tarana" under the guidance and supervision of Dr. Rubeena Javed and Dr. Mudasir Basu.

ii) Framing of Academic Calendar 2020 of all E-Activities through IQAC.

Further, Madam Principal emphasized that after the conclusion of the examinations the Departmental online Seminars / Conferences should be organised.

The vote of thanks was proposed by Prof. Pirzada Riyaz Ahmad.

The meeting was attended by following faculty members/ officials in the college library at 11:00AM.

1. Prof. Subeena Chillo, HOD Islamic Studies
2. Prof. Peerzada Riyaz Ahmad, HOD Political Science
3. Dr. Tasleema Banoo, HOD Economics
4. Dr. Rubeena Javid, HOD Urdu
5. Prof. Irfana Amin, HOD Botany
6. Dr. Mudasir Basu, HOD Education
7. Prof. Mohammad Rafiq, HOD English
8. Prof. Mohd. Salim Bhat, HOD EVS
9. Dr. Amit Kumar, HOD History
10. Mrs. Gulafshan Shafi, Director Physical Education
11. Other teaching and Non- teaching staff

Submitted by

Prof. Mohammad Rafiq

Prof. Irfana Amin

Ms. Shabeena Zahoor

Sd/ Principal

## **Action Taken Report**

In view of the recommendations forwarded in the meeting conducted on 25/07/2020 following steps were taken:

- 1) All the teaching faculty members made extensive use of modern ICT tools.
- 2) Remedial classes were also arranged for all the desirous students.
- 3) Classes for 6<sup>th</sup> and 3<sup>rd</sup> Semester were resumed from 27/07/20.
- 4) Activity/Academic calendar for 2020 was framed by IQAC in consultation with other departments.

Sd/

Coordinator IQAC

10/08/20

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Website In charge