



No./GWCS/22/ NIL

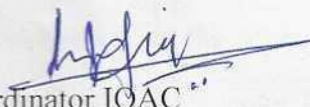
Dated: 01-10-22

## NOTICE

A meeting of IQAC and Academic Monitoring Committee will be convened on **03-10-2022** at **12:00 Noon** in IQAC room. The agenda of the meeting is to discuss:-

1. The syllabus completion status of B.G 3<sup>rd</sup> semester (Batch 2021)
2. PTV (Peer Team Visit) preparedness

All the concerned members shall make it convenient to attend the meeting.

  
Co-ordinator IQAC

Convener Academic Monitoring Committee 



**Srinagar Women's College, Srinagar**  
Batapora, Zakura, Sgr-190006  
NAAC ACREDITED GRADE B+

NO: GWCS/23/ Nil.

DATED 3/10/2022

**Internal quality Assurance Cell Meeting Minutes**

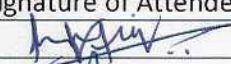

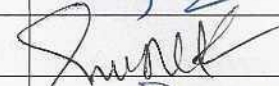

**Meeting Date:** 03/10/2022

**Meeting convened by** Dr. Shazia Shafiq

**Meeting Time:** 12:00 Noon

**Meeting Venue:** IQAC

**Meeting Minutes Recorded by:** Prof. Irfana Amin

Meeting Attendees:	Signature of Attendees
Dr. Shazia Shafiq	
Prof. Irfana Amin	
Prof. Gulzar Ahmad Ganie	
Prof. Rafiq Ahmad Guroo	
Syed Shahnawaz	

**Meeting Agenda:**

- 1) To discuss the syllabus completion status of BG 3<sup>rd</sup> Semester.
- 2) To assess the Peer Team Visit preparedness.
- 3) **Proceedings of the Meeting:**

The meeting was called to order by Dr. Shazia Shafiq.

Attendees were welcomed, and the agenda for the meeting was presented.

The status of syllabus completion for the BG 3<sup>rd</sup> Semester was discussed.

Each head of the department provided an update on the syllabus coverage in their respective areas.

Pending topics or areas that require special attention for completion were identified.

Strategies to ensure timely completion of the syllabus were discussed.

Faculty members were assigned the responsibilities to address any gaps in syllabus coverage.

Deadlines were set for the completion of pending topics.

The overall preparedness for the upcoming Peer Team Visit was assessed.

The attendees were encouraged to share any concerns or challenges related to Peer Team Visit preparations.

An action plan to address the identified concerns and challenges was discussed and formulated.

It was ensured that all required documents and presentations are in order.

The possibility of conducting a mock evaluation or rehearsal to simulate the Peer Team Visit was discussed

Submitted for Approval  
Prof. Irfana Amin





**Srinagar Women's College, Srinagar**  
Batapora, Zakura, Sgr-190006  
NAAC ACCREDITED GRADE B+


WCS 23/798-A

DATED 07/10/2022

### **Action Taken Report**

Below listed actions were taken in response to the decisions taken in the meeting held on 03/10/22.

- Faculty members were directed to take extra classes to address gaps in coverage of syllabus.
- Deadlines were set for the completion of pending topics.
- Heads of Departments were directed to communicate deadlines to faculty members.
- Overall preparedness for the upcoming Peer Team Visit was assessed.
- Concerns and challenges related to Peer Team Visit preparations were shared.
- An action plan to address concerns and challenges was discussed and formulated.
- Responsibilities were assigned to specific individuals or teams for action items.
- Concerned officials were directed to ensure that all required documents and presentations are in order.
- A mock evaluation or rehearsal was decided to be conducted in next week.
- Plan for mock evaluation preparation was established.

  
PRINCIPAL  
Srinagar Women's College, Srinagar  
(Batapora) Zakura