

**OFFICE OF THE PRINCIPAL**  
**GOVT. DEGREE (PG) COLLEGE BHADERWAH (UT of J&K)**  
(NAAC Accredited 'B' Grade Cycle-2)

E-mail : [principalgdcbhaderwah@gmail.com](mailto:principalgdcbhaderwah@gmail.com), Ph/Fax: 01997244155/Mob: +919419910916, website: [www.gdcbhaderwah.ac.in](http://www.gdcbhaderwah.ac.in)  
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Minutes of meeting of the IQAC with the staff held on 07-12-2021 in the IQAC HALL.

**Agenda points:**

**Chairperson:** Dr K.K.Sharma (Principal)


**Members present:**

**College Staff**

**Resolved:** In the meeting the following was resolved:

1. That AQAR members to collect and compile the data so that AQAR 2020-21 can be processed fast.
2. That the procurement under Materials and Supply be done by placing supply orders by the concerned departments.
3. That the procurement under Machinery and equipment be processed as per the Institutional requirement by the Purchase committee.
4. That Books purchase list be prepared by all HoDs and the E-Tendering committee to process the Tendering process for the empanelment of the vendors.
5. That Property Returns be filed properly and timely every year in the month of December.
6. That the College logo with three languages be used for all official purposes.
7. That HODs to prepare the workload of their department for the onward submission to the Higher Education.

The meeting is ended with thanks to the Chair.

  
**Principal**  
**Govt. Degree College**  
**Bhaderwah**

17.04.21 Staff Meeting

Govt. Degree College Bhaderwah  
Daily Attendance Sheet as per Seniority

Dated : 07.12.2021

S. No.	Name of the Teacher	Designation/Subject	Arrival
1.	Prof. Davinder Kumar	Associate Prof. Botany	
2.	Prof. Umar Din	Associate Prof. Chemistry	
3.	Prof. Mansa Ram	Associate Prof. Zoology	
4.	Prof. N. K. Manhas	Associate Prof. Physics	
5.	Prof. Mushtaq Ahmed	Asstt. Prof. Persian	
6.	Prof. Surinder Singh	Asstt. Prof. Economics	
7.	Prof. Sanjay Kumar Katal	Asstt. Prof. Physics	
8.	Prof. Bhikam Pal Singh	Asstt. Prof. Botany	
9.	Prof. Naz Zargar	Asstt. Prof. English	
10.	Dr. Sandeep Kotwal	Asstt. Prof. Botany	
11.	Dr. Wahied Khawer Balwan	Asstt. Prof. Zoology	
12.	Prof. Prithvi Raj	Asstt. Prof. Commerce	
13.	Prof. Pinky Kotwal	Asstt. Prof. Physics	
14.	Prof. Arjun Kotwal	Asstt. Prof. Comp. App.	
15.	Dr. Nazar ul Islam	Asstt. Prof. Islamic Studies	
16.	Prof. Manjeet Singh	Asstt. Prof. Physics	
17.	Prof. Verinder Singh	Asstt. Prof. English	
18.	Dr. Reyaz Ahmed	Asstt. Prof. Arabic	
19.	Prof. Deep Chand	Asstt. Prof. History	
20.	Prof. Vijay Kumar	Asstt. Prof. Comp. App.	
21.	Prof. Manzoor Ahmed	Asstt. Prof. Commerce	
22.	Prof. Anuradha Sharma	Asstt. Prof. EVS	
23.	Dr. Javed Iqbal	Asstt. Prof. Urdu	
24.	Dr. Sanjay Kumar (Sr)	Asstt. Prof. Urdu	
25.	Dr. Sanjay Kumar (Jr)	Asstt. Prof. Urdu	
26.	Prof. Jaideep Kumar	Asstt. Prof. Urdu	
27.	Prof. Ankush Kumar	Asstt. Prof. Zoology	
28.	Prof. Sanjay Kumar	Asstt. Prof. Chemistry	
29.	Dr. Irshad Ahmed Wani	Asstt. Prof. Pol. Sc.	
30.	Prof. Sandesh Kumar	Asstt. Prof. Chemistry	
31.	Prof. Ashwani Kumar	Asstt. Prof. Botany	
32.	Mr. Zakir Ali	Asstt. Prof. Zoology	
33.	Prof. Rahul Uttam	PTI	
34.	Prof. Shabaz Ahmed	Asstt. Prof. Mathematics	
35.	Dr. Mohd Qasim Mir	Asstt. Prof. Electronics	
36.	Anita Dewi	Asstt. Prof. Geography	
		EDUCATION	

Note : The staff is requested to put signature within the space earmarked.

Principal  
Govt. Degree College  
Bhaderwah





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Action taken report of Minutes of meeting of the IQAC with the staff held on 07-12-2021 in the IQAC HALL.

**Agenda points:**

**Chairperson:** Dr K.K.Sharma (Principal)

**Members present:**

**College Staff**

Action taken

1. That AQAR members started to collect and compile the data for AQAR 2020-21.
2. That the procurement under Materials and Supply got done by placing supply orders by the concerned departments.
3. That the procurement under Machinery and equipment be got completed as per the Institutional requirement by the Purchase committee.
4. That the E-Tendering process was completed for the purchase of books but it got stayed by the local vendors.
5. That Property Returns got filed by all the employees.
6. That the College logo got modified with three languages.
7. That HODs to prepared the workload of their departments for the onward submission to the Higher Education.



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Minutes of meeting of the college development with IQAC held on 09-09-2021 in the IQAC HALL.

**Agenda points:**

**Chairperson:** Prof. Davinder Kumar (Convener)

**Members present:**

1. Prof. Surinder Singh *SSR* (IQAC Conv.)
2. Prof Arjun Kotwal *AK*
3. Dr. Javed Iqbal *J.I.*
4. Prof. Jaideep Kumar *J.K.*

**Resolved:** In the meeting the committee members resolved the following:

1. Taking the review of the minutes of the meeting of the College Development and Purchase Committee with IQAC held on 29.07.2021 in the Chemistry Department, it was emphasized that the coordinators whose assignments are still pending need to accomplish the pending tasks at the earliest in interest of the institution.
2. That the ongoing development works need to be **overviewed and supervised** on the regular basis so that the purpose is served as per the requirement of the institution.
3. That the renovation work done by different departments including skill centres need to be assessed by the committee members and the skill coordinators so that the payment can be processed following all the codal formalities.
4. That regarding consideration of LFEs for any skill, the committee is of the opinion that the worker needs to be given the equipments pertaining to his/her skill claims and accordingly should be put to the practice and testing period with review of progress after every three months. If the skill holder can performs the work independently then he/she can be given due consideration.

The meeting is ended with vote of thanks.

*Davinder Kumar*  
Principal  
Govt. Degree College  
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Action taken report of Minutes of meeting of the college development with IQAC held on 09-09-2021 in the IQAC HALL.

**Agenda points:**

**Chairperson:** Prof. Davinder Kumar (Convener)

**Members present:**

1. Prof. Surinder Singh 
2. Prof Arjun Kotwal 
3. Dr. Javed Iqbal
4. Prof. Jaideep Kumar 

**Action taken:**

Agenda wise the tasks got done pertaining to following points.

1. Taking the review of the minutes of the meeting of the College Development and Purchase Committee with IQAC held on 29.07.2021 in the Chemistry Department, it was emphasized that the coordinators whose assignments are still pending need to accomplish the pending tasks at the earliest in interest of the institution.
2. That the ongoing development works need to be **overviewed and supervised** on the regular basis so that the purpose is served as per the requirement of the institution.
3. That the renovation work done by different departments including skill centres need to be assessed by the committee members and the skill coordinators so that the payment can be processed following all the codal formalities.
4. That regarding consideration of LFEs for any skill, the committee is of the opinion that the worker needs to be given the equipments pertaining to his/her skill claims and accordingly should be put to the practice and testing period with review of progress after every three months. If the skill holder can performs the work independently then he/she can be given due consideration.





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Minutes of meeting of the college development and purchase committee with IQAC held on 29-07-2021 in the Chemistry Department.

Agenda points :

1. Establishment of skill labs/centers.
2. Installation of smart and white boards.
3. Installation and protection of gen sets.
4. Installation of internet facility in the college campus.
5. Leakages/water pouring in the departments.
6. Installation of water coolers and ROs.
7. Installation of LCDs.
8. Washroom facility and water supply connection.
9. Status of ongoing works.
10. Entry fee for the college stadium.
11. Shifting of college dispensary.
12. Campus beautification.

Chairperson : Dr. K.K. Sharma

Members present :

1. Prof. Davinder Kumar
2. Prof. N.K Manhas
3. Dr. Sandeep Kotwal
4. Prof. Jaideep Kumar
5. Dr. Javed Iqbal
6. Prof Arjun Kotwal
7. Prof. Sanjay Katal
8. Dr. Wahied Khawer Balwan
9. Prof. Surinder Singh
10. Mr. Zakir Ali, PTI
11. Mr Satpaul, Accts

Resolved : In the meeting the committee members resolved the following :

1. Establishment of skill labs/centers : For the skill labs the sites identified and allotted as in the table given below :

S. No.	Name of the skill centre	Location allotted
1.	Fine, Arts and Music	English Department
2.	Horticulture Technology	Staff quarters
3.	Food Technology	Staff quarters ground floor by shifting the sports items to the 1 <sup>st</sup> floor
4.	Computer IT Electronics	Computer centre being developed by JKPHC (Reading room)

5.	Incubation and innovation centre	Faculty research centre/old clerical room
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The concerned coordinators to submit the requisition regarding minor repairs/white wash/electrical works within two days to the chair.

**Coordinators :** All the skill coordinators

2. Installation of smart and white boards : Given that it is difficult to fit the smart boards in the stone walls, hence it was decided that iron stands be installed with protective cage and locking provision for the safety and security where ever necessary. In addition to this white boards be installed as alternative to smart boards adjacent to the smart boards.

**Coordinators :** Prof. Arjun Kotwal, Prof. Vijay Kumar and Prof. Ankush Kumar

3. Installation and protection of Gen sets : One Gen set stands installed near the girls lawn but it needs protection from rain and snow. One Gen set is temporary installed near the electronics department needs to be shifted to the boys hostel and both the Gen sets be provided with iron caging with door facility, GI sheet roofing and proper lock and key.

**Coordinators :** Dr. Javed, Dr. Sandeep Kotwal, Prof. Sanjay Katal and Zakir Ali PTI

4. Installation of internet facility in the college campus : The campus has Jio-fi- facility but it is not working. The concerned service provider needs to be pressed for activating the services. Also the location of Jio central hub needs to be shifted from the Bio Sciences Deptt. to the suitable point where it does not disturb the class work activities. In the meanwhile six BSNL fiber connections are recommended to be installed at following points.

- |                 |                          |                    |
|-----------------|--------------------------|--------------------|
| 1. Bio-Sciences | 2. Physical Sciences/BCA | 3. Central Library |
| 4. Adm Block    | 5. IQAC                  | 6. PG Block        |

**Coordinators :** Dr. Wahied Khawer Balwan

5. Leakages/water pouring in the departments : The concerned departments to get the problem rectified and submit the bills to the chair through development committee the reimbursement.
6. Installation of water coolers and ROs : The members recommended the installation of water coolers at the following points :

- |                        |                 |                         |
|------------------------|-----------------|-------------------------|
| 1. PG Block            | 2. Bio-Sciences | 3. College Central Lawn |
| For ROs the points are | 1. PG Block     | 2. Library              |
|                        |                 | 3. Staff Room           |

**Coordinators :** Dr. Javed, Dr. Sandeep Kotwal, Prof. Sanjay Katal and Zakir Ali PTI

7. Installation of LCDs : It was decided that one LCD be installed in the staff room and one in the Principal chamber.

**Coordinators :** Prof. Arjun Kotwal, Prof. Vijay Kumar and Prof. Ankush Kumar

8. Washroom facility and water supply connection : The Deptt. of Computer Science and Physics needs immediately these facilities. The college development to work over this issue with all the codal formalities.

**Coordinators :** Prof. N.K Manhas and Prof. Arjun Kotwal

9. Status of ongoing works : It has been found that JKPHC has left some works incomplete as labs in Bio Sciences and Computer Centre. The agency needs to be pressed for the immediate completion of the works under renovation/upgradation category under RUSA 2.0.

**Coordinators :** Prof. Surinder Singh

10. Entry fee for the college stadium : For the maintenance of college stadium funds are required and this is a great asset of the college which can generate the revenue from the users so the



committee recommends for entry fee for the use of college stadium by the private parties by opening the separate college account for the same in consultation with the college sports committee.

**Coordinators :** Prof. Naz Zargar and Mr. Zakir Ali PTI

11. Shifting of college dispensary : The college dispensary needs to be shifted from PG to the central point which can be the room near the old principal chamber. This is the suitable point for the college dispensary.

**Coordinators :** Mr. Sanjay Kumar Pharmacist

12. Campus beautification : The campus needs all round cleanliness and beautification hence beautification committee needs to get this done in the view of expected visit of the inspection/NAAC team to the college.

**Coordinators :** Dr. Sandeep Kotwal and Prof. Jaideep Kumar

All the coordinators to follow the codal formalities pertaining to the minor repair development/electrical and installation works.

The meeting ended with thanks to the chair and submitted for approval.



Principal

Govt. Degree College

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Action taken report of Minutes of meeting of the college development and purchase committee with IQAC held on 29-07-2021 in the Chemistry Department.

Agenda points :

1. Establishment of skill labs/centers.
2. Installation of smart and white boards.
3. Installation and protection of gen sets.
4. Installation of internet facility in the college campus.
5. Leakages/water pouring in the departments.
6. Installation of water coolers and ROs.
7. Installation of LCDs.
8. Washroom facility and water supply connection.
9. Status of ongoing works.
10. Entry fee for the college stadium.
11. Shifting of college dispensary.
12. Campus beautification.

Chairperson : Dr. K.K. Sharma

Members present :

1. Prof. Davinder Kumer
2. Prof. N.K Manhas
3. Dr. Sandeep Kotwal
4. Prof. Jaideep Kumar
5. Dr. Javed Iqbal
6. Prof Arjun Kotwal
7. Prof. Sanjay Katal
8. Dr. Wahied Khawer Balwan
9. Prof. Surinder Singh
10. Mr. Zakir Ali, PTI
11. Mr Satpaul, Accts

Action taken:

1. Establishment of skill labs/centers : For the skill labs the sites identified and allotted as in the table given below :

S. No.	Name of the skill centre	Location allotted
1.	Fine, Arts and Music	English Department
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4.	Computer IT Electronics	Computer centre being developed by JKPHC (Reading room)

5.	Incubation and innovation centre	Faculty research centre/old clerical room
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2. Installation of smart and white boards: The installation got completed.
3. Installation and protection of Gen sets: The work got completed.
4. Installation of internet facility in the college campus : six new BSNL fiber connection were installed in the campus
5. Leakages/water pouring in the departments: The problem got rectified.
6. Installation of water coolers and ROs : The task got completed
7. Installation of LCDs: It was decided that one LCD be installed in the staff room and one in the Principal chamber. The LCDs got installed
8. Washroom facility and water supply connection: The Deptt. of Computer Science and Physics needs immediately these facilities. The college development to work over this issue with all the codal formalities. The DPR got prepared.
9. Status of ongoing works: It has been found that JKPHC has left some works incomplete as labs in Bio Sciences and Computer Centre. The agency needs to be pressed for the immediate completion of the works under renovation/upgradation category under RUSA 2.0.
10. Entry fee for the college stadium: For the maintenance of college stadium funds are required and this is a great asset of the college which can generate the revenue from the users so the committee recommends for entry fee for the use of college stadium by the private parties by opening the separate college account for the same in consultation with the college sports committee. The same has been started.
11. Shifting of college dispensary: The college dispensary got shifted from PG to the central point which is the room near the old principal chamber.
12. Campus beautification: The same is done on routine basis by involving the staff and volunteers.



## Govt. Degree College Bhaderwah

Minutes of meeting of IQAC with teaching and non teaching staff held on 29-09-2021 in the conference hall.

Agenda points : 1. Review of AQAR, 2. Result status 2019-20, 3. Status of skill centres, 4. Pending installation works, 5. Status of AQAR 2020-21, 6. Class work, 7. Fixing accountability and responsibility of the staff, 8. Departmental profiles, 9. Issue of LFEs, 10. Gate entry and night chowkidar.

Chair person : Dr. K.K. Sharma

### Members present :

- |                          |                          |                            |
|--------------------------|--------------------------|----------------------------|
| 1. Prof. Davinder Kumar, | 10. Dr. Wahied Balwan,   | 19. Dr. Irshad Ahmed Wahi, |
| 2. Prof. Mansa Ram,      | 11. Prof. Jaideep Kumar, | 20. Prof. Verinder Singh,  |
| 3. Prof. N.K Manhas,     | 12. Prof. Naz Zargar,    | 21. Prof. Mohd Qasim Mir,  |
| 4. Prof. Arjun Kotwal,   | 13. Dr. Nazar ul Islam,  | 22. Prof. Sandesh Kumar,   |
| 5. Prof. Prithvi Raj,    | 14. Dr. Javed Iqbal,     | 23. Mr. Liaqat Ali,        |
| 6. Prof. Umer Din,       | 15. Prof. Vijay Kumar,   | 24. Mr. Ishaq Ahmed,       |
| 7. Prof. Pinki Kotwal,   | 16. Prof. B.P Singh,     | 25. Mr. Joginder Lal       |
| 8. Prof. Sanjay Katal,   | 17. Dr. Sandeep Kotwal,  |                            |
| 9. Prof. Ankush Kumar,   | 18. Dr. Sanjay Kumar,    |                            |

Resolved : In the meeting the committee members resolved that the following :

1. That the teams and coordinators shall submit the data criteria wise for the AQAR 2019-20 from the pending departments/sections latest by 1pm on 30<sup>th</sup> Sept. 2021 for the final submission.
2. That the pending departments shall submit the result and the coordinators assigned learning outcomes tasks shall compile the college result programme wise and the department HODs shall ensure that the departmental result course wise shall be prepared and updated in word/excel files as and when the result is declared.
3. That the coordinators skill centre shall ensure the proper establishment of the centres and update of the items procured/installed.
4. That the pending installation such as water coolers shall be installed by Mr. Reyaz Iqbal, Plumber of the college which are not under the category of free installation services by the venders. Other installation works shall be completed by the suppliers after calling them.
5. That all the faculty members associated with the AQAR process shall continue to work on the criteria assigned to their respective teams.
6. That the class work shall be started without any delay through online mode by the concerned faculty members and all the HODs to ensure that even semesters are given the teaching learning services properly.

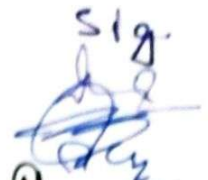
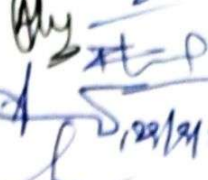
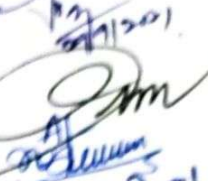

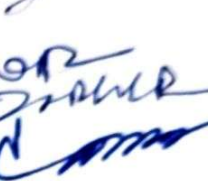



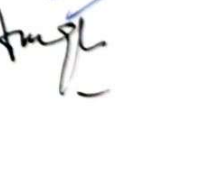



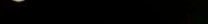
7. That the faculty members including non-teaching staff who do not attend the meetings/events of the college shall be taken into notice as it gives bad image to the college best practices.
8. That the punctuality and the stay in the college with the productive work culture shall be given a serious view and the committee of senior faculty members shall be assigned this task.
9. That the HODs to prepare the department profiles starting from 2018-19 as per the NAAC parameters so that data becomes available for use when ever required. For this the HODs are free to utilize the services of the staff deputed in their departments by assigning the tasks to the concerned and then taking the assessment on the completion of the said tasks.
10. That the LFEs and some non teaching staff have been seen leaving college premises after the attendance, the same has been taken seriously and action u/rs shall be initiated in this regard if the discipline is not followed. Further that the beautification committee under the convenership of Prof. B.P Singh Chouhan shall take the assessment of college beautification and accordingly assign the tasks to the college swachhta sewa karmies and LFEs on daily basis.
11. That the institution works on the basis of team spirit and thus each and every employee of the college has to ensure and follow the code of ethics and service rules do ensure and infuse the quality culture in the college. For this self accountability and self responsibility is mandatory for all to follow and comply to justify the remunerations received for the services.
12. That the stray animals roam freely in the college campus due to some gaps on the boundary sides for want of concrete/barbed wire fencing but still be can check this problem and for this the gatekeeper has to ensure that gate remains closed and shall be open only at the entry and exit time and further the chowkidar needs to perform his duties properly failing which the action u/rs shall be initiated.
13. That the advisory committee and academics committee shall take the assessment of skill courses and submit the report within seven days to restrict the skill courses and ensure that in take is not less then 25 for the skill courses from 3<sup>rd</sup> sem. onward.

Hence submitted for the approval.

Approved

Principal 29/9/21.  
Govt. Degree College  
Bhaderwah



NO	Name	Desig.	Deptt.	Sig.
1	Darshu Lal	Associate Prof.	Botany	
2	Mansa Rao	Associate Prof.	Zoology	
3	Arjun Kotwal	Assistant Prof.	Comp. App	
4	Pinkai Kothwal	- do -	Physics	
5	N. K. Marda	- do -	Phys	
6	Kothuri Raj	- do -	Commerce	
7	UMER DIN RATHER	ASSOCIATE PROFESSOR	CHEMISTRY	
8	Ankush Kumar	Assistant Professor	CHEMISTRY	
9	Sanjay Kumar Katal	Assistant Professor	PHYSICS	
10	Dr. Wahied K. Balwan	- do -	Zoology	
11	Jaideep Kumar	- do -	Zoology	
12	NAZ- ZAHED	do	English	
13	Dr. Nazam ul Islam	do	Islamic Studies	
14	Dr. Jamb Igsool	do	Urdu	
15	Vijay Kumar	Assistant Prof.	Comp. App	
16	B. P. Singh	Asstt. Prof.	Botany	
17	Dr. Sandeep Kothwal	So. Asstt. Prof.	Botany	
18	Dr. Ishraf Ahmad wani	Asst. Prof.	Chemistry	
19	Veerinder Singh	Asst. Prof.	English	
20	MO Qasim Mir	Asstt. Prof.	Geography	
21	Sandesh Kumar.	Asstt. Prof.	Botany	
22	Mr Liqat Ali			
23	Mr Ishag Ahmad			
24	Mr Joginder Lal			
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