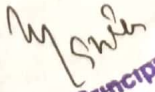


**OFFICE OF COORDINATOR  
INTERNAL QUALITY ASSURANCE CELL**

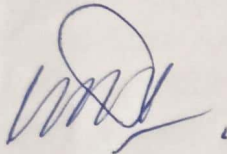
**SHRI KRISHAN CHANDER GOVERNMENT DEGREE COLLEGE POONCH**

A meeting of IQAC Members was held on 20-04-2022 in Conference room and a detailed discussion was held on various issues. The following points were discussed and recommended.

1. That all the paid assignments shall be allotted on rotation basis.
2. The supporting staff shall also be appointed on rotation basis.
3. The Coordinators /Assistant coordinators of IGNOU, MANUU and DDE shall be appointed on rotation basis with following recommendation.
  - a. The coordinators shall preferably be appointed from the associate professors as per the seniority & if associate professor is not available or refuses to take the assignment, the next senior member in the list shall be given the chance.
  - b. The assistant coordinator shall also be appointed as per the seniority.
  - c. The tenure of coordinators, assistant coordinators and supporting staff in IGNOU centers should be as per the Circular No. 08-JK(HE) of 2021, Dated: 22-11-2021 of Higher Education Department and the tenure of coordinators, assistant coordinators and supporting staff in MANNU & DDE center shall also be decided in light of the same circular.
  - d. The tenure of NSS Programme Officer is decided by the university rules.
  - e. The Care Taking Officer (CTO) in NCC shall be appointed considering the merit of the Candidate in NCC before the appointment and background of the candidate in NCC is mandatory.
4. The Examination committee shall also be responsible for allotment of exam duties for the conduct of all the exams conducted in the college including examination of IGNOU, MANUU, DDE etc. under the overall supervision of worthy Principal.
5. The entry of the students who are enrolled in IGNOU, MANUU and DDE Shall strictly be after 2:00PM.
6. The intake capacity of MANUU should be as per the norms.
7. The Examination committee shall inform the Coordinator IQAC before appointing any local fund employee in the exam duty who are engaged on gate so that the alternate arrangement for gate duty is managed.

  
**Principal**  
**Shri Krishan Chander**  
**Government Degree College**  
**Poonch-185101**

8. It is also recommended that the work distribution in office section(admin) is made clear and displayed at every counter to avoid any problem to the students .
9. A pro forma for obtaining Degrees, Provisional and character certificate shall be made compulsory for student performance tracking.
10. The completion certificate for works under CAPEX & RUSA should be given to the executing agency after proper completion of handover – taken over process by the college committee constituted for the same purpose.



Coordinator IQAC

Principal  
Shri Krishan Chander  
Govt. Degree College  
Poonch

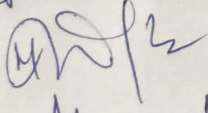
Committee Members

1.Dr. Riaz Ahmed

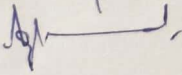


2.Dr.Zakir Hussain

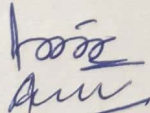
3.Dr. Mohammad Latief



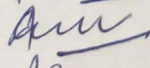
4. Dr. Aziz Ahmed Chowan



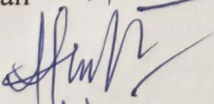
5. Mahroof <sup>khan</sup> Ahmed



6. Dr. Atieq Ul Rehman



7. Prof. Shahid Zafar

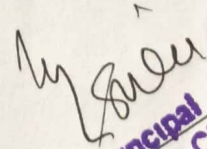


8. Dr Jameel Ahmed



9. Prof. Masood Ahmed



  
Principal  
Shri Krishan Chander  
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