



Office of the Principal
Government Paluram Dhanania Commerce and Arts College,
Raigarh (C.G.)

Affiliated to Shaheed Nandkumar Patel Vishwavidyalaya Raigarh (C.G.)
NAAC Grade "C"

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Minutes of IQAC Meeting 2021-22

On 28.09.2021 First meeting of IQAC was held. The following members were present in the meeting.

SN	Name	Position	Signature
1	Dr S.K. Ekka (Principal)	Chair Person IQAC)	Signed
2	Dr. B.K. Patel HOD, Commerce	Member	Signed
3	Dr. B. P. Yadav HOD, Law	Member	Signed
4	Dr. Jyoti Soni Assistant professor Commerce	Member	Signed
5	Mr. R.K.Lahare Assistant professor Hindi	Member	Signed
6	Mr. A.K. Gupta Assistant professor Commerce	Member	Signed
7	Mr. S.K. Naik Assistant professor (Law)	Member	Signed
8	Dr. P. K. Sharma Assistant professor (Law)	Member	Signed
9	Dr. Usha Patel Assistant professor Political Science	Member	Signed
10	Mrs. H.K. Patel	(Coordinator, IQAC)	Signed

Minutes of the Meeting 28.09.2021

In the first meeting of the session held after NAAC peer team visit of the college on 14th and 15th of September. 10 members of the committee were present in the meeting. The decisions taken in the meeting are as follows.

1. The report of the NACC peer team was analyzed and after pin pointing the areas in which the score was not satisfactory strategy was chalked out to improve those areas. It was decided that for better performance in the second cycle professor in-charge should be allotted a particular criterion.
2. The committee decided to continue the Mentor Mentee system in the college house-wise.
3. The committee decided to take initiative for maintenance of the roof of the college and to write PWD for it.

4. It was decided that all the faculty members should participate in online/offline orientation, refresher and other faculty development programs. The college will provide necessary assistance.
5. All the departments should ensure to follow the academic calendar of the session and organize activities like seminar /webinar and visiting lectures etc.

Action Taken Report

According to the Agenda of the Previous Meeting following action were taken by IQAC

- 1.Plantation was done in front of the college building and a cleanliness campaign was done by the volunteers of NSS.
- 2.A Legal Literacy Camp was organized by Center of Legal Education of the college.
- 3.Orientation Program for newly admitted students organized.
- 4.Whatsapp group of each class created to provided necessary information to the students.

On 21.12.2022 Second meeting of IQAC was held. The following members were present in the meeting.

SN	Name	Position	Signature
1	Dr S.K. Ekka (Principal)	Chair Person IQAC)	Signed
2	Mr. D.C.Patel Assistant professor Economics	Member	Signed
3	Dr. B. P. Yadav HOD, Law	Member	Signed
4	Dr. Jyoti Soni Assistant professor Commerce	Member	Signed
5	Mr. R. K. Lahare Assistant professor Hindi	Member	Signed
6	Ku.Smita Dansena (Student)	Member	Signed
7	Dr. P. K. Sharma Assistant professor (Law)	Member	Signed
8	Dr. Usha Patel Assistant professor Political Science	Member	Signed
9	Mrs. H.K. Patel	(Coordinator, IQAC)	Signed

Minutes of Meeting 21.12.2022

In the second meeting of the session 9 members of IQAC were present. Prior written agenda was presented before the honorable members in the IQAC. The decisions taken were as follows

1. The Committee decided to start value added course in both PG departments.

2. The committee decided to send a proposal to PWD for construction of extra classrooms on the second floor of the college building as well as for maintenance of roof to save it from seepage.
3. It was decided to improve facilities in the Girls Common Room with the help of Women Cell and Red Cross Cell.
4. Half-yearly exams for the session 2021-22 was decided to schedule in January so that marks can be uploaded in the website in stipulated time. All the departments were instructed to ensure timely completion of the syllabus.
5. It was decided to take the feedback from the college alumni, students and teachers and to prepare the analytical report and send it the university.
6. Seeing the unavailability of computer the committee decided to send a proposal for at least 6 computer sets for office, IQAC cell and for PG departments.
7. To start PG courses in three subjects (Hindi Literature, Political Science and Economics) a proposal is to be sent to Higher Education.
8. The committee decided to celebrate the Azadi ka Amrit Mahotsav during the session and organize various activities and competitions.

Action Taken Report

According to the Agenda of the previous meeting following action were taken with initiative of IQAC

1. Criteria wise in-charge were allotted duty for better functioning of college activities.
2. House wise Mentor mentee were divided. The students were divided into 18 houses.
3. Five of the faculty members completed their orientation/refresher program
4. Constitution day and Human Rights Day were celebrated by center of Legal Education
5. Various extension activities were organized by NSS unit. Poshan Ahar (Nutritional Diet) Awareness program on 14.11.2021 and AIDS awareness rally in adopted village on 01. 12.2021 organized by

On 16.02.2022 Third meeting of IQAC was held. The following members were present in the meeting.

SN	Name	Position	Signature
1	Dr S.K. Ekka (Principal)	Chair Person IQAC)	Signed
2	Dr. B.K. Patel HOD, Commerce	Member	Signed
3	Dr. B. P. Yadav HOD, Law	Member	Signed
4	Dr. Jyoti Soni Assistant professor Commerce	Member	Signed
5	Mr. R.K.Lahare Assistant professor Hindi	Member	Signed
6	Mr. A.K. Gupta Assistant professor Commerce	Member	Signed

7	Mr. S.K. Naik Assistant professor (Law)	Member	Signed
8	Dr. P. K. Sharma Assistant professor (Law)	Member	Signed
9	Ku. Smita Dansena	Member	Signed
10	Mrs. H.K. Patel	(Coordinator, IQAC)	Signed

Minutes of the Meeting 16.02.2022

In the third meeting of the session 10 members of IQAC were present. The decisions taken were as follows.

1. The committee decided to start a value- added course on Goods and Service Tax by Commerce Department and Internal Quality Assurance Cell.
2. To collect feedback from students, alumni and faculty members is to be taken by this month. Dr Jyoti Soni was appointed to the in-charge foe collection, analysis and report formation.
3. All the departments were instructed to organize Parent- Teachers meeting before commencement of annual examination.
4. It was decided that from the coming session fees collection process will be made cashless. Mr. Arun Gupta and Mr. L.N. Bani were made in-charge for the purpose.
5. It was decided that all the departments will ensure the conduct of remedial and tutorial classes after identifying the slow and advanced learners on the basis of their performance in the internal examination.
6. Seven- day NSS camp was decided to be organized in March due to covid-19 pandemic

Action Taken Report

According to the Agenda of the Previous Meeting following action were taken by IQAC

1. Feedback from students collected and analyzed
2. A webinar on "Status of girl child in Present Indian Society: In the Present Context" was organized by Women Cell
3. Half yearly exams conducted in January and marks uploaded
4. A work shop on "Financial Education and Awareness" organized by commerce Department
5. As decided in the previous meeting, a proposal for construction of extra classroom, for maintenance of roof and to start PG courses and request letter for budget of 6 computer sets was sent to higher education in January.

On 07.04.2022 Fourth meeting of IQAC was held. The following members were present in the meeting.

SN	Name	Position	Signature
1	Dr S.K. Ekka (Principal)	Chair Person IQAC)	Signed
2	Dr. B.K. Patel HOD, Commerce	Member	Signed
3	Dr. B. P. Yadav HOD, Law	Member	Signed
4	Dr. Jyoti Soni Assistant professor Commerce	Member	Signed
5	Mr. . R.K.Lahare Assistant professor Hindi	Member	Signed
6	Mr. A.K. Gupta Assistant professor Commerce	Member	Signed
7	Mr. S.K. Naik Assistant professor (Law)	Member	Signed
8	Dr. P. K. Sharma Assistant professor (Law)	Member	Signed
9	Mrs. H.K. Patel	(Coordinator, IQAC)	Signed

Minutes of the Meeting 07.04.2022

In the fourth meeting of the session 9 members of IQAC were present. The decisions taken were as follows.

1. The committee decided to the submit the AQAR within the scheduled time limit. All the departments were instructed to submit the required documents so that the AQAR could be resent after necessary modification.
2. The time table for annual examination has been declared so discussion was held on necessary arrangements for conducting online exams.
3. The college IQAC received some information about the encroachment of old college building. So, it was decided that a committee should be made to look after the matter and to submit the report.
4. Before the completion of the session all the departments should ensure the completion of pending works like conducting webinars, work- shops and other faculty development programs.
5. A National Webinar on Intellectual Property Rights was scheduled to be organized in June.
6. A Webinar on Research methodology was scheduled to be organized in June.

Action Taken Report

According to the Agenda of the Previous Meeting following action were taken by IQAC

1. Seven-day NSS camp organized in adopted village Barliya in from 04.03.2022 to 10.03.2022

2.21 Day Yoga training program was conducted by IQAC and Women Cell from 31.01.2021 to 20.02.2022.

2. A workshop on Financial Education and awareness was organized by Department of Commerce on 21.02.2022.

3. In accordance with the Academic Calendar International Women's Day was celebrated by Women cell and various activities were organized on this occasion.

4. The maintenance of roof and first floor of college building is being done by PWD department with the initiative taken by IQAC in January 2022.


69.06.22
IQAC Coordinator


PRINCIPAL
Government Balaram Dhamanda
Commerce And Arts College
Raigarh (Chhattisgarh)