



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 2022-23

On 22.07.2022 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. A.K. Gupta Assistant professor Commerce	Member	Signed
6	Mr. S.K. Naik Assistant professor (Law)	Member	Signed
7	Dr. P. K. Sharma Assistant professor (Law)	Member	Signed
8	Dr. Usha Nayak, Assistant professor Political Science	Member	Signed
9	Mrs. H.K. Patel Assistant professor, English	(Coordinator, IQAC)	Signed

Minutes of the Meeting 22.07.2022

In the first meeting of the session, 09 members of the committee were present in the meeting. The decisions taken in the meeting are as follows.

1. The committee decided to continue the Mentor Mentee system in the college house-wise.
2. The committee decided to do plantation inside the premises in the month of July and August.
3. The committee decided to update the college website so that all the departments can upload their recent activities.
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.

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5. All the departments should prepare their academic calendar and ensure to follow the academic calendar of the session and organize activities like seminar /webinar and visiting lectures etc.

6. All the departments have to organize orientation programs at the start of the session for the newly admitted students.

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 (gajar ghas unmulan) campaign was done by the volunteers of NSS.

2. Dengue awareness Program was organized by the boys' unit of NSS on 15.07.2022.

4.Whatsapp group of each class created to provide necessary information to the students.

On 20.10.2022 Second meeting of IQAC was held. The following members were present in the meeting.

SN	Name	Position	Signature
1	Dr. B. P. Yadav (Principal)	Chair Person IQAC)	Signed
2	Dr. B.K. Patel HOD, Commerce	Member	Signed
3	Mr. Subrat Choubey	Member	Signed
4	Dr. Jyoti Soni Assistant professor Commerce	Member	Signed
5	Mr. S.K. Naik Assistant professor (Law)	Member	Signed
6	Dr. P. K. Sharma Assistant professor (Law)	Member	Signed
7	Mr. K.R. Soni (Librarian)	Member	Signed
8	Dr. Sourabh Pradhan	Member	Signed
9	Ku. Khushboo Patel	Member	Signed
10	Mrs. H.K. Patel Assistant professor, English	(Coordinator, IQAC)	Signed

Minutes of Meeting 20.10.2022

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.


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2. It was proposed that Hindi Department would organize a National Seminar in November.
3. 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.
4. The committee decided to create a telegram group to connect the alumni of the institution.
3. It was decided to improve facilities in the Girls Common Room with the help of Women Cell and Red Cross Cell.
4. The committee decided to purchase books for various competitive exams and to get the requirements from all the departments
6. The student representative of the committee Ku. Khushboo Patel asked for lights and fans in all the classrooms. The committee accepted the proposal for maintenance.
7. To start PG courses in three subjects (Hindi Literature, Political Science and Economics) a proposal is to be sent to Higher Education.

Action Taken Report

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

1. House wise Mentor mentee were divided. The students were divided into 18 houses.
2. Cleanliness campaign was organized by girls' unit of NSS on 08.08.22.
3. Tiranga rally was organized by girls' unit of NSS on 13.08.22.
4. Orientation program for the first- year students was organized by Commerce Department on 12.09.2022.
5. A workshop was organized by the boys' unit of NSS to commemorate the role of tribal leaders of Chhattisgarh in Independence on 12.09.2022.
6. Poshan Ahar (Nutrition) awareness program was conducted by boys' unit of NSS on 16th and 19th September 2022.
7. Cleanliness drive was organized on 13th and 24th of September 2022 by boys' unit of NSS.
8. For students from the girls' NSS unit were selected for presentation in Akashwani Raigarh Radio program on 25.09.2022.
9. Covid-19 vaccination awareness program was organized by boys' unit of NSS on 30.09.2022.
10. Blood Donation awareness program conducted on 09.10.2022.
11. Road Safety awareness program conducted on 10.10.2022.


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On 28.01.2023 the third meeting of IQAC was held. The following members were present in the meeting.

SN	Name	Position	Signature
1	Dr. B. P. Yadav (Principal)	Chair Person IQAC)	Signed
2	Dr. B.K. Patel HOD, Commerce	Member	Signed
3	Mr. Subrat Choubey	Member	Signed
4	Mr. K. R. Soni (Librarian)	Member	Signed
5	Mr. S.K. Naik Assistant professor (Law)	Member	Signed
6	Dr. P. K. Sharma Assistant professor (Law)	Member	Signed
7	Dr. Usha Nayak, Assistant professor Political Science	Member	Signed
8	Dr. Preeti Tanna Taunk Assistant Professor Commerce	Member	Signed
9	Dr. P.K. Agrawal Professor Commerce	Member	Signed
10	Ku. Khushboo Patel, Student	Member	Signed
11	Mrs. H.K. Patel Assistant professor, English	(Coordinator, IQAC)	Signed

Minutes of the Meeting 28.01.2023

In the third meeting of the session 11 members of IQAC were present. The decisions taken were as follows.

1. The committee decided to start a value-added course by Commerce and Law Departments.
2. The committee decided to conduct a National Seminar on Creating Writing and Copyright in February.
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 for 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. The committee decided to sign MOU with other institutions. All the Departments have to take initiative accordingly.


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Action Taken Report

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

1. A Legal Literacy Camp was organized by Center of Legal Education of the college on 01.11.2022.

2. Various days were celebrated in the month of November like National Legal Service Day, Children's Day, Constitutional Day.

3. Visiting Lecture was organized by Commerce Department on 25.11.2022.

4.. Career Guidance Programs were organized on 3rd, 15th and 19th of November 2022.

5. Aids Day was celebrated on 1st of December 2022.

6. Plastic Free Campus drive was organized by boys' unit of NSS.

7. Feedback from students collected and analyzed

8. Road Safety Week was celebrated by boys' unit of NSS and various competitions were held.

9. Half yearly exams conducted in January and marks uploaded.

On 15. 04.2022 Fourth meeting of IQAC was held. The following members were present in the meeting.

SN	Name	Position	Signature
1	Dr. B. P. Yadav (Principal)	Chair Person IQAC)	Signed
2	Dr. B.K. Patel HOD, Commerce	Member	Signed
3	Mr. Subrat Choubey	Member	Signed
4	Mr. K. R. Soni (Librarian)	Member	Signed
5	Mr. S.K. Naik Assistant professor (Law)	Member	Signed
6	Dr. P. K. Sharma Assistant professor (Law)	Member	Signed
7	Dr. Preeti Tanna Taunk Assistant Professor Commerce	Member	Signed
8	Mrs. Prabhati Mahapatre (Chairperson Janbhagidari Samiti)	Member	Signed
9	Ku. Khushboo Patel, Student	Member	Signed
10	Mrs. H.K. Patel Assistant professor, English	(Coordinator, IQAC)	Signed


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Minutes of the Meeting 15.04.2022


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

1. The committee decided to submit the AQAR within the scheduled time limit. All the departments were instructed to submit the required documents so that the AQAR could be resubmitted 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.
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 actions were taken by IQAC.

1. A National Seminar was organized by Department of Hindi and Centre of Legal education on 21.02.2023.
2. A Peace Education Program was conducted from 15.03.2023 to 25.03.2023 by Centre of Legal Education.
3. Parents Teacher Meeting was organized on 20.03.2023.


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