



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"

Website- www.gpdcollegeraigarh.com

E-Mail – pdcollege.raigarh@gmail.com

IQAC Meeting 18.08.2023

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

SN	Name	Position	Signature
1	Dr. B. P. Yadav HOD, Law	Chair Person (IQAC)	Signed
2	Dr P. K. Agrawal (Principal)	Member	Signed
3	Dr. Jyoti Soni Assistant professor Commerce	Member	Signed
4	Dr. P.K. Sharma (HOD Law)	Member	Signed
5	Mr. K.R. Soni (Librarian)	Member	Signed
6	Mr. D.C. Patel Assistant Professor Economics	Member	Signed
7	Mr. S.K. Naik Assistant Professor (Law)	Member	Signed
8	Dr. Preeti Tanna Taunk Assistant Professor Commerce	Member	Signed
9	Dr. Sourabh Pradhan (Sports Officer)	Member	Signed
10	Ku. Khushboo Patel (Student)	Member	Signed
11	Mr. Subrat Choubey (HOD Sociology)	Member	Signed
12	Mrs. H.K. Patel	(Coordinator, IQAC)	Signed

Agenda:

1. Dress code for the students of Arts and Commerce
2. Preparation of Departmental Calendar for the session 2023-24
3. Signing MOUs
4. Organization of Value- Added Course, visiting lecture



Minutes of the Meeting

In the first meeting of the session held on 18.08.2023, 12 members of the committee were present. The decisions taken in the meeting are as follows.


1. The committee decided on implementing dress code for the students of commerce and Arts. There is dress code for the students of B.A.LL. B. It helps in maintaining discipline among the students and checking the unauthorized entry of outsiders. The committee agreed to introduce black pant and light green coloured shirt. Girls can opt to salwar kameez of similar combination.
2. The committee decided to continue the Mentor Mentee system in the college house-wise.
3. It was decided that all the departments should sign MOU with other institutions and organize various activities in collaboration.
4. All the departments should submit their Departmental Calendar within a week and ensure to follow the academic calendar of the session and organize activities like seminar /webinar and visiting lectures etc.
5. 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.
6. All the Departments should ensure optimum use of overhead projector according to the scheduled time slot.

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 under the campaign Meri Mati Mera Desh on 02.08.2023.
2. On 20 th of July Demonstration of EVM machine through mock poll was done in the college campus by Matdata Jagrukta Rath.
3. On 02.08. 2023 a lecture was organized on the topic "Role of Youth in Voter Awareness."
4. Orientation Program for newly admitted students organized by Hindi Department on 17.08.2023.
5. Whatsapp group of each class created to provide necessary information to the students.


18.08.23
IQAC Coordinator


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IQAC Meeting 25.11.2023

On 25.11.2023, the second meeting of IQAC was held. The following members were present in the meeting.

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

Agenda of the meeting

1. Proposal to restart NCC in the college
2. Organizing value-added course by English and Commerce Department
3. Organizing seven-days NSS camp by both girls' and boys unit.
- 4, Conduct of internal exams

Minutes of Meeting

In the second meeting of the session ten members of IQAC were present. Agenda of the previous meeting 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 English and Commerce Department. Dr. Hemkumari Patel informed that value -added course of English Department is scheduled from 01.12.2023 on "Spoken English". Its brochure has also




been circulated among the students. Value-Added Course of Commerce Department was decided to be scheduled in February.


2. It was decided that since semester exams are scheduled in November- December so, NSS camp will be organized in January.
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 2023-24 was decided to be scheduled 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 to the university.

Action Taken Report

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

1. Orientation programme for newly admitted students was organized by Commerce Department on 17.08. 2023 by Hindi Department and on 25.08.2023 by Commerce Department.
2. World Youth Day was celebrated on 12.08.2023.
3. Construction work for nine extra buildings started in the second floor.
4. On 08.09.2023, Parents Teacher Meeting was organized.
5. Hindi Day was celebrated on 14.09.2023.
6. Mukutdhar Pandey Jayanti was celebrated by Hindi Department on 30.09.2023.
7. Inauguration of Sanskrit Week done on 27.08.2023.
8. Women Empowerment program was organized on 22.09.2023. Padmashree Phoolbasan Bai was the chief guest of the program.
9. Visiting Lecture was conducted by sociology Department on 07.10.2023.
10. Exam on Sanskriti Gyan was conducted by Commerce Department on 07.10.2023.
11. Visiting lecture by Commerce Department was organized on 04.10.2023 and 10.10.2023.
12. Legal Service Day celebrated by Centre of Legal Education on 09.11. 2023.
13. On 20.08.2023 various competitions like speech, rangoli, poster making, general knowledge test and slogan writing competitions were held under the aegis of SVEEP.


25.11.2023
IQAC Coordinator


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IQAC Meeting 02.02.2024

On 02.02.2024 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	Dr. Jyoti Soni Assistant professor Commerce	Member	Signed
4	Dr. P.K. Sharma HOD Law	Member	Signed
5	Mr. K.R. Soni (Librarian	Member	Signed
6	Mr. S.K. Naik Assistant Professor (Law)	Member	Signed
7	Dr. Preeti Tanna Taunk Assistant Professor Commerce	Member	Signed
8	Dr. Sourabh Pradhan (Sports Officer)	Member	Signed
9	Ku. Khushboo Patel (Student)	Member	Signed
10	Mrs. H.K. Patel (Convener)	(Coordinator, IQAC)	Signed

Agenda

1. Organization of annual day
2. Conduct of Annual Examination
3. Feedback Collection and report
4. Parents Teacher Meeting
5. Alumni Meet
6. Construction work of college building

Minutes of the Meeting:

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




1. The committee discussed about organizing annual function. Since the programme couldn't be organized in January due to Semester exams so the programme was rescheduled in last week of February.
2. To collect feedback from students, alumni and faculty members for the session 2023-24, Miss Anshumala Kujur was appointed 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. The alumni meet for the session was scheduled in the third week of February. Dr Jyoti Soni was appointed in charge for the program.
5. The committee discussed on the time table to conduct PG classes during annual examination of B.A. and B.Com. so that the classes of PG are not disturbed.
6. To upload the marks of internal exams In-charge professors of all the classes were assigned the responsibility to get marks of all the subjects uploaded in the portal in stipulated time.

Action Taken Report:

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

1. Constitution Day was celebrated on 26th of November 2023.
2. World Human Rights Day celebrated on 10.12.2023.
3. Seven Day Camp of NSS Girls Unit organized from 11.12.2023 and boys unit from 17.12.2023.
4. Program on Veer Bal Diwas was organized on 26.12. 2023.
5. Viksit Bharat @2047 awareness program conducted on 01.01.2024 and Viksit Bharat Sankalp Yatra Shivir organized on 07.01.02024.
6. Birth Anniversary of August Compt Celebrated by Sociology Department on 20.01.2024.


08.02.24
IQAC Coordinator


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IQAC Meeting 09.04.2024

On 09.04.2024 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	Dr. Jyoti Soni Assistant professor Commerce	Member	Signed
4	Dr. P.K. Sharma HOD Law	Member	Signed
5	Mr. K.R. Soni (Librarian	Member	Signed
6	Mr. S.K. Naik Assistant Professor (Law)	Member	Signed
7	Dr. Preeti Tanna Taunk Assistant Professor Commerce	Member	Signed
8	Dr. Sourabh Pradhan (Sports Officer)	Member	Signed
9	Mrs Prabhati Mahapatre (Local Leader)	Member	Signed
10	Dr. H.K. Patel	(Coordinator, IQAC)	Signed

Agenda:

1. To implement NEP from the new session
2. To purchase three new computers for office works'
3. Maintenance of college furniture
4. Conducting seminar for PG and conducting semester exams

Minutes of the Meeting:

In the fourth meeting of the session 10 members of IQAC were present. The agenda of the previous meeting was briefed and decisions taken were as follows.

1. IQAC coordinator Dr. Hemkumari Patel informed that the college submitted the AQAR of the session 2022-23 successfully. The principal congratulated the IQAC for the team work.




2. The member of the committee and furniture incharge Prof. D.C. Patel informed the committee that students have complained regarding the furniture of the college hall. The committee agreed to send the desks for maintenance.
3. HOD of Hindi Department raised the problem of computer for PG Department. The committee gave consent for purchase of three new computers for all PG Departments but without the fund of Janbhagidari, it is not possible. Since the Janbhagidari Samiti is not functional at present, the committee decided that the old computers should be repaired and antivirus installed in them. All the members agreed to the proposal.
4. NEP is being implemented from the next session. So the committee decided to organize training program and workshop for faculty members and orientation program for the students at the start of the session.
5. The committee discussed on the Project submission and Seminars of students of PG. Their practical exam was scheduled in the second week of April'

Action Taken Report

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

1. Registration for Agniveer Recruitment was done in the college campus on 09.02.2024.
2. Thanks Giving Ceremony organized by students of B.A. Final Year on 17.02.2024.
3. Blood Donation Camp was organized by Youth Red Cross unit of the college on 28.02.2024.
4. Annual Function and Prize Distribution program conducted 24. 02.2024
5. In accordance with the Academic Calendar International Women's Day was celebrated by Women cell on 08.03.2024.
6. Visiting Lecture was organized by Sociology Department on 08.01.2024 and by Commerce Department on 06.03.2024.


29.04.24
Dr. H. B. Patel
Coordinator IQAC


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