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**DISHA COLLEGE, RAIPUR**Disha Park, Building 1, First Floor, Ram Nagar-Kota Marg,  
Behind NIT and Hotel Piccadilly, Raipur (C.G.) 492010E-mail: principal.dishacollege@dishamail.com  
Web site: www.dcindia.in  
Contact No. : 0771-4349400, 96300-04411

Date-30-May-2022

**IQAC Meeting Notice**

The fourth meeting of IQAC is scheduled on **01-June-22** at 02:00 PM in Room no. 1117, Disha College Raipur, C.G. The agenda of the meeting is as follows: -

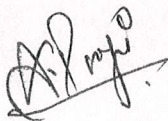
**Agenda:**

1. **Review Action Taken Report:**
  - A) Review ATR and approval of MOM of IQAC meeting held on 27-Jan-22.
  - B) Review ATR of IQAC meetings of session 2021-22.
2. **Review and Monitoring:**
  - A) Review of Quality initiatives of session 2021-22 and its impact.
  - B) Review of Academic Activity performance.
3. **Formation of Strategic Perspective plan for session 2022-23.**
4. **Formation of Committees and Clubs:**
  - A) **Formation of other statutory committees.**
    - a) Anti-Ragging Committee and Squad.
    - b) Grievance Redressal Committee.
    - c) Internal Complaint Committee.
  - B) **Formation of Research and Development Cell for 2022-23.**
  - C) **Formation of Academic and Administrative Audit Committee for 2022-23.**
  - D) **Setting up of Electoral Literacy Club (ELC) in the college.**
  - E) **Plan to setup Research, Innovation, Startup & Entrepreneurship (R.I.S.E.) Cell.**
5. **Quality Assurance Framework- Academics**


**Review Measures to be taken for Academics: - (2022-23)-**

  - a) Activity, Academic and Annual Calendar.
  - b) Internal /Mid Term Examination related measures.
  - c) Timetable & Load Chart.
6. **Faculty Development:**

Arrange Faculty Development Program and Workshop for Faculty members
7. **Status of NAAC work progress.**
8. **Comprehensive Discussion on the Full Functionality of ERP**
9. **Implementation of Surveillance for Campus Safety and Security**
10. **Any other issue with the permission of the Chairperson.**



Mrs. A. Pooja Narayan  
IQAC Coordinator



**Principal**  
Disha College, Ram Nagar  
Kota Marg, Raipur (C.G.)

Dr. A. K. Tiwari  
IQAC Chairperson & Principal



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To

**Members of IQAC**

S.No	Name	Signature	S.No	Name	Signature
1.	Mrs. Komal Jain, Management representative, DES		8.	Mr. A.K. Gupta	
2.	Dr. Prafulla Vyas		9.	Mr. Jasvinder Singh, Business man	
3.	Dr. Vandana Sharma		10.	Mr. Rudransh Patel, B.Sc. III (C.S.) (Student)	
4.	Mrs. Seema Pathak		11.	Mr. Anupam Guha,	
5.	Dr. Saumya Tiwari		12.	Mr. Lavan Reddy, HR Addhyaan	
6.	Mrs. Rekha Singh		13.	Mr. Jagdish Patel (Stakeholder)	
7.	Mrs. Kamaljeet Kaur				



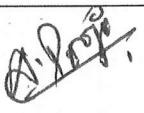
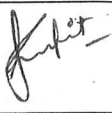
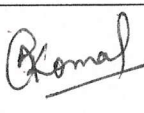
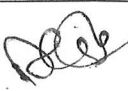
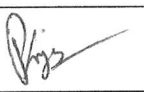
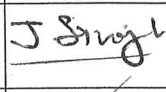
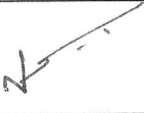
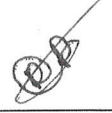
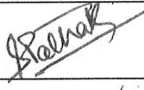
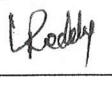

  
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## Minutes of the Meeting

**Date/Time** : 01-June-2022 at 2 PM  
**Venue** : Room no. 1117  
**Minutes Taken by** : IQAC Coordinator  
**Chair Person** : Chairperson, IQAC

The following members of the IQAC were present in the meeting:

S.No	Name	Signature	S.No	Name	Signature
1.	Dr. A. K. Tiwari IQAC Chairperson & Principal			Mrs. Rekha Singh	
2.	Mrs. A. Pooja Narayan IQAC Coordinator		8.	Mrs. Kamaljeet Kaur	
3.	Mrs. Komal Jain, Management representative, DES		9.	Mr. A.K. Gupta	
4.	Dr. Prafulla Vyas		10.	Mr. Jasvinder Singh, Business man	
5.	Dr. Vandana Sharma		11.	Mr. Rudransh Patel, B.Sc. III (C.S.) (Student)	
6.	Mrs. Seema Pathak		12.	Mr. Lavan Reddy, HR Addhyaan	
7.	Dr. Saumya Tiwari				

The IQAC Chairperson & Principal Dr. Anil Tiwari occupied the chair and welcomed the members for fourth IQAC Meeting. The following agendas was transacted in the meeting:

### Agenda-1: Review Action Taken Report:

#### A) Review ATR and approval of MOM of IQAC meeting held on 27-Jan-2022.

##### Resolution:

The ATR of previous meeting which was reviewed and since all the resolutions were duly met the ATR stands approved.

#### B) Review ATR of IQAC meetings of session 2021-22.

##### Resolution:

The ATRs of previous meetings held during the session 2021-22 were once again reviewed to ensure that all the resolutions were duly addressed. Since all the resolutions were properly translated into actions the members expressed their satisfaction with the concern in-charges and






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performers.

**Agenda-2: Review and Monitoring:****A) Review of Quality initiatives of session 2021-22 and its impact.****Resolution:****Review of Quality initiatives of session 2021-22 and its impact.**

S. No.	Quality initiatives	2021-22	Impact
1	Certificate/Value added programs with course modules	12	Skill Development
2	Total number of Workshops/ Seminars /conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship	10	Entrepreneurship Development
3	Guidance programs for Competitive Exams	5	40% students benefitted for competitive examinations and 16 qualified
4	Number of research papers published by teacher in the Journals	05	Enhanced the knack for doing research work.
6	Number of extension and outreach programs conducted by the institution through organized forums including NSS	09	Sensitizing the students to social issues for their holistic development
7	Career Counselling program	4	91 students placed and / or progressed to higher education
8	Average number of sports and cultural programs in which students of the Institution participated	21	4 Awards/medals for outstanding performance in sports/cultural activities at national/international level
9	Number of teachers provided with financial support to attend conferences/workshops	42	A welfare approach which encourages the beneficiaries to attend more & more of such workshops & conferences.
10	Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP)	49	Makes the participants more skillful in their tasks.
11	Collaborative quality initiatives with other institutions	5	Provides various exposures to the students.

  
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Web site: www.dcindia.in  
Contact No. : 0771-4349400, 96300-04411**B) Review of Academic Activity performance.****Resolution:**

All the academic activities planned for the session were successfully accomplished.

**Agenda-3: Formation of Strategic Perspective plan for session 2022-23.****Resolution:**

The analysis report of the plan is reviewed and found satisfactory so the same plan is adopted for session 2022-23.

**Agenda: 4 Formation of Committees and Clubs:****A) Formation of other statutory committees:**

- Anti-Ragging Committee and Squad
- Grievance Redressal Committee
- Internal Complaint Committee

**Resolution:****a) Anti-Ragging committee:**

In conformity with Supreme Court judgment and directions, UGC guidelines and State Government directives the following Anti-Ragging Committee and Anti-Ragging Squad formed.

**ANTI-RAGGING COMMITTEE**

S.No.	Name of Committee Members	Designation	Status	Contact Number
1	Dr. A. K. Tiwari	Principal	Chairperson	9300491034
2	Dr.Kamaljeet Kaur	HOD, Commerce	Convener	7869617885
3	Dr.Saumya Tiwari	HOD,Education	Member	9630837168
4	Mr. Md. Shoaib Pasha	Asst. Professor	Member	7415156847
5	Mr. Prashant Botkaware	Non-Teaching staff	Member	9752389751
6	Mrs. Shruti Singh	TI (Sarswati Nagar Police station)	Member	9479191034
7	Mr. Rajesh Ganodwale	Representative of Media person	Member	9425520465
8	Mr. Amit Tripathi	Representative of parents	Member	8109111421
9	Mrs. Pushplata Tripathi Chairperson, Harsambhav Foundation (NGO)	Representative of NGO	Member	911572909
10	Abhivav Raj	Student Representative III year	Member	7000684399
11	LipakshiManikpuri	Student Representative II year	Member	6268177958
12	Akshat Agrwal	Student Representative I year	Member	9826901959

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### Anti Ragging Squad

S.No.	Name of Committee Member	Designation	Status	Contact Number
1	Dr. A. K. Tiwari	Principal	Chairperson	9300491034
2	Dr.Prafulla Vyas	HOD, Science	Convener	9301323362
3	Dr.Saumya Tiwari	HOD, Education	Member	9630837168
4	Mr. Bhupati Sarapa	Asst. Professor	Member	8817640882
5	Mr Vijay Chandra	Librarian	Member	8319949763

### b) Grievance Redressal Committee

As suggested by University Grants Commission regulations 2012 (The Gazette of India, March 23,2013 guideline & policy adopted by Pt. RSU,Raipur.


The following Students Grievance Redressal Committee formed.

#### Grievance Redressal Committee

S. No.	Name of the Members	Designation	Position	Contact Number
1	Dr. A. K. Tiwari	Principal	Chairperson	9300491034
2	Dr.Prafull Vyas	HOD ( Science)	Convener	7999415443
3	Dr.Vandna Sharma	Asst. Professor	Member	9454200514
4	Dr.Saumya Tiwari	HOD (Education)	Member	9630837168
5	Mrs. Seema Pathak	HOD (Com. Science)	Member	9009449718
6	Mrs. A. Pooja Narayan	Asst. Professor	Member	7489566608

### c) Internal Complaint Committee

In compliance with the instructions of National Commission for women and guidelines issued in implementation of the directives of Hon'ble Supreme Court Judgement dated 13th August, 1997 in the case of Visakha and others vs. State of Rajasthan and Others on the subject of sexual harassment of women in the workplace, the following Internal Complaint Committee formed:

  
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Web site: www.dcindia.in  
Contact No. : 0771-4349400, 96300-04411**Internal Complaint Committee**

S.No.	Name of Committee Members	Designation	Position	Contact Number
1	Dr.Vandana Sharma,	Asst. Professor	Presiding Officer	9424200514
2	Mrs. Seema Pathak,	HOD Computer Science	Convener	9009449718
3	Mrs. Nazia Mirza,	Asst. Professor	Member	7000874413
4	Mrs. Pushplata Tripathi	Chairperson, Harsambhav Foundation (NGO)	Member	911572909
5	Mr. Prashant Botkawar	Non-Teaching staff	Member	9752389751
6	Mr. Ajay Singh	Non-Teaching staff	Member	8109120956
7	Ms. Divya Kapoor	Student	Member	9981421521
8	Kumkum kukreja	Student	Member	7746027700
9	Ahmed Tabani	Student	Member	8718806116

**B) Formation of research and development committee for 2022-23.****Resolution:**

As the National Education Policy (NEP) 2020 emphasises the need for research and innovation work in HEIs, it is resolved that we also have a cell to work on research, development and innovations. As such it is further resolved that a committee be formed in this regard.

**C) Formation of Academic and Administrative Audit Committee for 2022-23.****Resolution:**

As per the NAAC guidelines the HEIs are required to have **Academic and Administrative Audit (AAA)** system in place to conduct internal annual audits for academics and administrative field. As such the committees to perform audits have been formed (annexure-1)

**D) Setting up of Electoral Literacy Club (ELC) in the college.****Resolution:**


It was decided to setup of **Electoral Literacy Club (ELC)**. The process is initiated.

**E) Plan to setup Research, Innovation, Startup & Entrepreneurship ( R.I.S.E.) Cell.****Resolution:**

The establishment of a Research, Innovation, Startup, and Entrepreneurship (R.I.S.E.) Cell is currently underway.

**Agenda-5: Quality Assurance Framework- Academics****Review Measures to be taken for Academics: - (2022-23)-**

- a) Activity, Academic and Annual Calendar.

  
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b) Internal /Mid Term Examination.

c) Timetable & Load Chart.

**Resolution:**

- a) \* The Activity, Academic and Annual Calendars prepared by the HODs of their respective departments were placed before the members for reviewing the same which the members found in order and resolved to approve the same.
- b) The Internal and Mid Term Examination schedules prepared by the HODs for the courses of their respective departments were reviewed by the cell and finding them as per the requirements, are resolved to be approved.
- c) The finalization of time table and load chart of the various departments as suggested by the College Council is found to be in order and hence resolved to be approved.

**Agenda-6: Faculty Development:**

Arrange Faculty Development Program and Workshop for Faculty members

**Resolution**

Mrs. A. Pooja Narayan and Mrs. Rekha Singh is assigned to work out and organize some useful faculty development Program and workshop.

**Agenda-7: Status of NAAC work progress.**

**Resolution:**

Mrs. A. Pooja Narayan, the NAAC coordinator, provided an update on the progress of NAAC work. In response, Dr. A.K. Tiwari, the Chairperson, requested her to organize a meeting with all the criteria in-charges to evaluate the current status of NAAC work.

**Agenda-8: Comprehensive Discussion on the Full Functionality of ERP**

Following discussions, the decision was made to implement an e-governance policy.

**Agenda-9: Implementation of Surveillance for Campus Safety and Security**

**Resolution:**

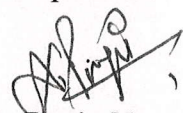
It was decided to Purchase CCTV Cameras.


**Agenda-10: Any other issue with the permission of the Chairperson.**


**Resolution:**

The IQAC Chairperson Dr. A.K. Tiwari asked all the faculty members present in IQAC to coordinate and cooperate with the admission cell to ensure a hundred percent admissions in the current session.

The meeting ended with the permission of the Chairperson and vote of thanks to all present.

  
Mrs. A. Pooja Narayan  
IQAC Coordinator

  
Principal  
Disha College, Ram Nagar  
Kota Marg, Raipur (C.G.)

  
Dr. A. K. Tiwari  
IQAC Chairperson & Principal





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Annexure-1

**Academic And Administrative Audit Committee**

Sl. No.	Name	Designation	Qualification
1	Dr. A.K. Tiwari	Chairperson & Principal	PhD.
2	Dr. Prafulla Vyas	Member	PhD
3	Dr. Vandana Sharma	Member	PhD
4	Dr. Saumya Tiwari	Member	PhD
5	Dr. Kamaljeet Kour	Member	PhD
6	Mrs. Seema Pathak	Member	MCA, M.Phil.
7	Mrs. A.Pooja Narayan	IQAC Coordinator	MBA


  
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## Action Taken Report of third IQAC Meeting held on 27-Jan-2022

Agenda No.	Resolution in the Meeting	Action Taken for implementation And outcomes
1. Review ATR and approval of MOM of IQAC meeting held on 09-Nov-2021.	The ATR of previous meeting which was reviewed and since all the resolutions were duly met the ATR stands approved.	Approved
2. Status of NAAC work progress.	The chairperson enquired from the coordinator of NAAC Mrs. A. Pooja Narayan about the status of NAAC works that is being carried out.	A meeting of all the criteria in-charges called to assess the actual development of NAAC work
3. Quality Assurance Framework-Academics: Review measures to be taken for Even Semester classes, timetable and load chart.	The Cell reviewed Timetable and load chart for Even Semester classes presented by College Council and found to be satisfactory hence approved.	Since implemented.
4. Faculty Development: A) Measures to be taken to motivate faculty for research & publication.	After discussion Research policy & incentive scheme has been approved.	Research policy & incentive scheme has been approved.
B) Arrange workshop for faculty members.	Dr. Prafulla Vyas is assigned to work out and organize some useful faculty development workshop.	Workshop organized.
5. Student-Centric Initiatives: A) To plan more activities by Slow & Fast learners.	It was decided to plan more activities for 2022-23.	Plan for more activity is ready.
B) To plan more activities on IPR, Patent filling, Copyright etc.	After discussion it was planned to initiate more offline activities for forthcoming session.	Plan on activity become ready.

Date: 25/05/2022

  
Mrs. A. Pooja Narayan  
IQAC Coordinator

  
**Principal**  
Disha College, Ram Nagar  
Kota Marg, Raipur (C.G.)

  
Dr. A. K. Tiwari  
IQAC Chairperson & Principal