

Date-01-Nov-22


## IQAC Meeting Notice

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

### Agenda:

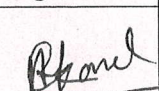
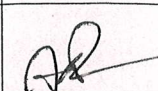
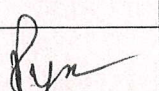
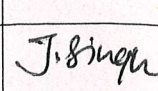
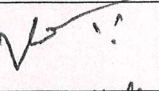
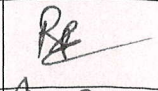
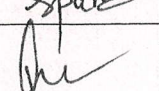
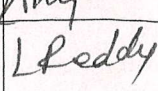
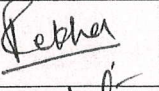
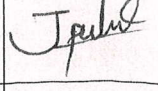
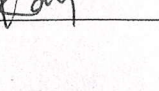
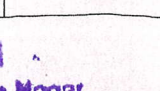

1. Review ATR and approval of MOM of IQAC meeting held on 01/06/2022.
2. Quality Assurance Framework- Academics
  - A) Review measures to be taken for Academics: -
    - a) Monitoring student attendance.
    - b) Reviewing the syllabus completion report and the results of internal exams.
    - c) Monitoring the progress reports of projects for final-year students.
3. Student- Centric Quality Initiatives:
  - a) Workshop on Training & Development for Placement Assistance
  - b) Sports Activities: Inter-departmental –Indoor & Outdoor team and individual events.
  - c) Discussion on activities according to Calendar by each department.
4. Planning for annual function.
5. Feedback from the stakeholders (Students/Parents/Faculties).
6. Discussion on the upgrading/ automation of the library.
7. Academic and Administrative Audit is scheduled to take place
8. AISHE data is to be filled for the academic year 2021-22.
9. Any other issue with the permission of the chairperson.


  
Mrs. A. Pooja Narayan  
IQAC Coordinator

  
Dr. A. K. Tiwari  
IQAC Chairperson & Principal

Cc

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, M.Sc. (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.	Dr. Kamaljeet Kaur				


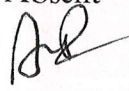

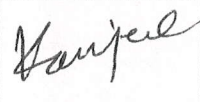
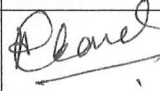
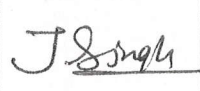
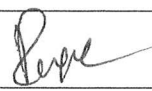
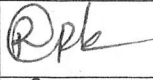
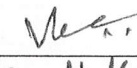
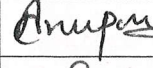
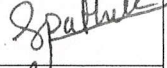
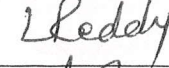
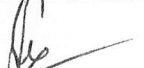
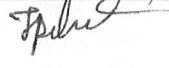
  
Principal  
Disha College, Ram Nagar  
Kota Marg, Raipur (C.G.)



## Minutes of Meeting

**Date/Time** : 02-Nov-2022 at 02 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		8.	Mr. A.K. Gupta	Absent 
2.	Mrs. A. Pooja Narayan IQAC Coordinator		9.	Dr. Kamaljeet Kaur	
3.	Mrs. Komal Jain, Management representative, DES		10.	Mr. Jasvinder Singh, Business man	
4.	Dr. Prafulla Vyas		11.	Mr. Rudransh Patel, M.Sc. (C.S.) (Student)	
5.	Dr. Vandana Sharma		12.	Mr. Anupam Guha,	
6.	Mrs. Seema Pathak		13.	Mr. Lavan Reddy, HR Addhyaan	
7.	Dr. Saumya Tiwari		14.	Mr. Jagdish Patel (Stakeholder)	

The IQAC Chairperson, Dr. Anil Tiwari, presided over the fifth IQAC Meeting, extending a welcome to the members. The meeting covered the following agendas: -

### Agenda-1: Review ATR and approval of MOM of IQAC meeting held on 1/06/2022.

#### Resolution:

The Action Taken Report (ATR) from the preceding meeting underwent scrutiny and, given that all resolutions were appropriately addressed, the ATR stands approved.

### Agenda-2: Quality Assurance Framework- Academics

#### A) Reviewing measures to be taken for academics.

- Monitoring student attendance.
- Reviewing the syllabus completion report and the results of internal exams.
- Monitoring the progress reports of projects for final-year students.

#### Resolution:

- The cell reviewed the consolidated attendance report of the student and recommended taking necessary actions to improve the same.



- b) The cell reviewed the Syllabus Completion Report, found it to be satisfactory, and consequently resolved to approve it. As per the report submitted by the College Council on the results of Internal/Mid-term exams, all Heads of Departments (HODs) are instructed to submit the plan for remedial classes before November 15, 2022, if required.
- c) Heads of Departments (HODs) with projects in their courses are mandated to establish a project evaluation committee to oversee project progress reports before November 9, 2022.

**Agenda:3 Student- Centric Quality Initiatives:**

- a) Workshop on Training & Development for Placement Assistance
- b) Sports Activities: Inter-departmental –Indoor & Outdoor team and individual events
- c) Discussion on activities according to Calendar by each department.

**Resolution:**

- a) A committee is to be formed and necessary arrangements be made for Workshop on Training & Development for Placement Assistance before 09-Nov-2022.
- b) The head of the sports committee was advised to strategize and plan for diverse sports events to guarantee their successful implementation.
- c) All the HODs are required to form committees for accomplishment of activities as per calendar at the earliest.

**Agenda: 4. Planning for Annual Function.****Resolution:**

A discussion took place regarding the organization of the Annual Function, involving the formation of different committees for various purposes and ensuring all necessary arrangements are in place before November 9, 2022, for a grand Annual Function.

**Agenda:5 Feedback from the stakeholders (Students/Parents/Faculties/Alumni).****Resolution: -**

All Heads of Departments (HODs) are instructed to gather feedback from stakeholders and implement necessary actions to enhance the overall quality and culture within the institution.

**Agenda-6: Discussion on the upgrading/ automation of the library.**

Following a comprehensive discussion on the matter, it was resolved to procure Infflibnet – a unit of UGC software (SOUL S/W) and Online Public Access Catalogue (OPAC) facilities for the upgradation and automation of the library.

**Agenda-7: Academic and Administrative Audit is scheduled to take place****Resolution:**




Following the discussion, an Academic Audit was scheduled for May 2023.

**Agenda-8 AISHE data is to be filled for the academic year 2021-22.****Resolution:**

After the discussion, a decision was made to complete the filling of AISHE data before the submission date.

**Agenda-9: Any other issue with the permission of the chairperson.****Resolution:**

As there were no other issues to discuss, the meeting was concluded with a vote of thanks to all those present.

  
**Mrs. A. Pooja Narayan**  
IQAC Coordinator  
**Dr. A. K. Tiwari**  
IQAC Chairperson & Principal  
**Principal**  
Disha College, Ram Nagar  
Kota Marg, Raipur (C.G.)



## Action Taken Report of fourth IQAC Meeting held on 01-June-2022

Agenda No.	Resolution in the Meeting	Action Taken for implementation and outcomes
<b>1. Review Action Taken</b>		
A) Review ATR and approval of MOM of IQAC meeting held on 27-Jan-22.	The ATR of previous meeting which was reviewed and since all the resolutions were duly met the ATR stands approved.	Approved
B) Review ATR of IQAC meetings of session 2021-22.	Since all the resolutions were properly translated into actions the members expressed their satisfaction with the concern in-charges and performers.	Not Required
<b>2. Review and Monitoring:</b>		
A) Review of Quality initiatives of session 2021-22 and its impact.	Quality initiatives of session 2021-22 were reviewed and found satisfactory.	Not Required
B) Review of Academic Activity performance.	All the academic activities planned for the session were successfully accomplished.	Not Required
<b>3. Formation of Strategic Perspective plan for session 2022-23.</b>	The same plan is adopted for session 2022-23.	Same Strategic Perspective plan implemented.
<b>4. Formation of Committees and Clubs:</b>		
A) Formation of statutory committees:		
a) Anti-Ragging Committee and Squad	The details of the govt. of India and other statutory bodies in this regard were discussed.	Anti-Ragging Committee formed, Grievance Redressal Committee formed. Internal Complaint Committee formed.
b) Grievance Redressal Committee		
c) Internal Complaint Committee		

  
**Principal**

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





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Web site: www.dcindia.in  
Contact No. : 0771-4349400, 96300-04411

<b>B) Formation of research and development committee for 2022-23.</b>	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.	Research and Development Committee formed.
<b>C) Formation of Academic and Administrative Audit Committee for 2022-23.</b>	As per the NAAC guidelines the Academic and Administrative Audit (AAA) to be formed.	Academic and Administrative Audit (AAA) is formed.
<b>D) Setting up of Electoral Literacy Club (ELC) in the college.</b>	It was decided to setup of Electoral Literacy Club(ELC).	The process is initiated.
<b>E) Plan to setup Research, Innovation, Startup &amp; Entrepreneurship (R.I.S.E.) Cell.</b>	It was decided to setup Research Innovation, Startup & Entrepreneurship (R.I.S.E.) Cell.	Setting Research Innovation, Startup & Entrepreneurship(R.I.S.E.) Cell is under process.
<b>5. Quality Assurance Framework- Academics</b>		
<b>A) Review measures to be taken for Academics: - (2022-23)</b>	a) Activity, Academic and Annual Calendar approved.	Being conducted.
a) Activity, Academic and Annual Calendar		
b) Internal /Mid Term Examination	b) Internal /Mid Term Examination schedule approved.	Will be conducted as per schedule.
c) Timetable & Load Chart.	c) The time table and load are approved.	Notice issued for compliance.
<b>6. Faculty Development:</b> Arrange Faculty Development Program and Workshop for Faculty members	Mrs. A. Pooja Narayan and Mrs. Rekha Singh is assigned to work out and organize some useful faculty development Program and workshop.	FDP and Workshop organized and report submitted.
<b>7. Status of NAAC work progress.</b>	The coordinator briefed about the progress.	Meeting of criteria in-charges called.

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





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<b>Comprehensive Discussion on the Full Functionality of ERP</b> 8.	It was decided to implement e-governance policy.	E-governance policy has implemented.
<b>9. Implementation of Surveillance for Campus Safety and Security</b>	It was decided to Purchase CCTV Cameras.	The building is protected by Surveillance Cameras
<b>10. Any other issue with the permission of the Chairperson</b>	Dr. A.K. Tiwari Principal 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.	Admission committee formed.

Date:27/10/2022

Mrs. A. Pooja Narayan  
IQAC CoordinatorDr. A. K. Tiwari  
IQAC Chairperson & Principal**Principal**  
Disha College, Ram Nagar  
Kota Marg, Raipur (C.G.)