

MINUTES OF MEETING: GOVERNING BODY

Minutes of the Governing Body meeting of Vidya Protsahan Sangh

Venue: Pallotti Ashram, Kapa, Raigarh

Date : June 05, 2023

Time : 6:30 PM

Members Present:

- | | |
|-----------------------------|------------------|
| 1. Fr. Bipin Kishore Mishra | - President |
| 2. Fr. Patric Barua | - Vice President |
| 3. Fr. Amit Tirkey | - Secretary |
| 4. Fr. Dilip Lalera | - Member |
| 5. Fr. Ajay Kumar Tojo | - Member |

The meeting commenced with a short prayer led by Fr. Amit Tirkey, the Director of St. Vincent Pallotti College. The Secretary welcomed the President and other members, expressing gratitude for their valuable presence.

AGENDA :

1. Renovation of College office: The renovation of the college office was completed beautifully, enhancing the aesthetic appeal and functionality of the administrative space.

2. Renovation of Boys Toilets: Due to the ongoing classes and examinations throughout the year, the renovation of boys toilet was postponed. However, it was agreed to prioritize this task and schedule it for completion at a later date.

3. Admissions for Academic year 2023-2024: Discussions were held regarding the admissions process for the

upcoming academic year, ensuring a smooth and transparent procedure to facilitate the enrolment of students.

4. Advertising College for Admissions: It was decided to advertise the college through print and digital media platforms to attract prospective students and promote awareness about the academic programs and facilities offered.

5. Hostel Admissions: A target was set to admit a good number of students to the college hostel, ensuring comfortable accommodation and conducive living environments for the residents.

6. Faculty Development Programs: Plans were discussed to conduct faculty development programs to enhance the skills and knowledge of the staff, fostering professional growth and academic excellence.

7. Research work: Staff members were encouraged to engage in research activities and publish papers, promoting a culture of academic inquiry and contributing to the advancement of knowledge in their respective fields.

8. Academic Calendars: The preparation of academic calendars for the upcoming academic year was reviewed, ensuring timely scheduling of classes, examinations and other academic activities.

9. Class Timetable: Discussions were held to finalize the class timetable for the college, ensuring efficient utilization of time and resources to optimize the learning experience for students.

The meeting concluded with a commitment to implement the decisions effectively, striving to enhance the overall academic environment and student experience at Vidya Pratsahan Sangh

1. Fr. Bipin Kishore Mishra - President *[Signature]*
2. Fr. Patric Barwa - Vice President - *[Signature]*
(Bursar)
3. Fr. Amit Tirkey - Secretary *[Signature]*
4. Fr. Delip Lakra - Member *[Signature]*
5. Fr. Ajay Kumar Joshi - Member *[Signature]*

[Signature]
Fr. Amit Tirkey
Secretary
for, Vidya Pratsahan Sangh
Secretary
Vidya-Pratsahan Sangh
Shailendra Nagar, Raipur (C.G.)

MINUTES OF MEETING: IQAC

MEETING-I

St. Vincent Pallotti College, Raipur 2023-24 IQAC MEETING

Date : 07/07/2023
Venue : AV Room
Time : 12:30 A.M.

Agenda:

1. Review of admission status and criteria.
2. Development of the academic calendar.
3. Organization and formation of college committees.
4. Planning for FDP and discussion about the topic.
5. Evaluation of strategies to enhance research activities.
6. Discussion of Industrial Collaborations with stakeholders.

MINUTES OF THE MEETING

IQAC Coordinator welcomed all the members to the first meeting of the session and briefed about the agenda.

Minutes of the previous IQAC meeting were read and confirmed.

Strategies were devised for the college's admission process, which involved designating the teaching staff to handle student counseling. Students will be provided with support and guidance during the application and payment procedures, while also being kept informed about the institution's programs and courses.

It was decided that each department would develop the academic calendar, ensuring it aligns with the teaching-learning process, assessments, and the overall growth of students. The planning for the entire academic term must comply with the guidelines set by the affiliating university.

Industry Representative Shared insights on skill gaps observed in recent graduates and suggested potential areas for training and internships. Alumni Representative Recommended stronger alumni-industry networks to facilitate mentorship programs and job placements. Employer Representative Stressed the importance of real-time projects and case studies to bridge the gap between academia and industry practices.

Planning of industrial visits, workshops, and guest lectures by industry experts were discussed and planned.

The Principal, in collaboration with the Vice-Principal and IQAC Coordinator, will form various committees to ensure the efficient operation of the institution.


The IQAC Coordinator provided information about the planning of the Faculty Development Program (FDP). A discussion was held regarding the selection of FDP topics, the invitation of resource persons, and other related matters. Suggestions were shared and recorded to enhance research activities among faculty members.

The strategic deployment document, session plan, and teaching-learning processes were also discussed.





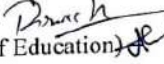



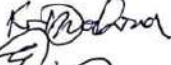


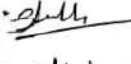

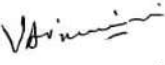

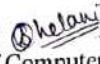

Department heads have been requested to finalize subject assignments for teachers and to plan for the session.

IQAC coordinator extended thanks to all the members and concluded the meeting.

Members Present:

Chairperson- Dr. Kuldeep Dubey (Principal) 

Members -

1. Fr. Amit Tirkey (Director) 
 2. Dr. G. Padma Gouri (Vice Principal) 
 3. Mr. Vaibhav Shrivastava (HOD, Department of Commerce) 
 4. Mrs. Gayatri Iyengar (HOD, Department of Education) 
 5. Dr. Prachi Singh (HOD, Department of Management) 
 6. Mrs. Yashwee Lonkar (Asst. Professor, Department of Education) 
 7. Dr. Sunita Pawar (Librarian) 
 8. Mr. Tiharulal Dadsena (Administrative staff) 
 9. Fr. Dilip Lakra, Principal, Holy Cross School (Management Representative) 
 10. Dr. Omji Gupta, Asst. Prof., Govt. College, Kurud (External Member) 
 11. Mr. Amitabh Dubey, Chartered Accountant, Raipur (Nominee from Local Society) 
 12. Mr. Subodh Haritwal (Alumni Representative) 
 13. Mr. Rajiv Mundada (Industrialist) 
 14. Mrs. Vanshika Ajwani (Parent's Representative) 
 15. Mr. Ankur Banjare (Stakeholder) 
 16. Ms. Shweta Chelani, Student, BCA II (Student Member) 
- IQAC Coordinator - Mrs. Pooja Rathi, HOD, Department of Computer Science 

MEETING – II

**St. Vincent Pallotti College, Raipur
2023-24
IQAC MEETING**

Date : 25/09/2023
Venue: AV Room
Time: 1:30 P.M.

Agenda:

1. Planning and execution procedure of FDP
2. Discussion on theme and subthemes.
3. Discussion on Topics of FDP.
4. Finalizing Resource persons.
5. Budget and financial arrangements.
6. Discussion of teaching plans and methods for students.
7. Planning and Implementation of Certificate Courses

MINUTES OF THE MEETING

IQAC Coordinator welcomed all the members to the meeting and briefed about the agenda.

Minutes of the previous IQAC meeting were read and confirmed.

The IQAC Coordinator announced that the proposal for another Faculty Development Program for teachers and skill enhancement programs for students. Sponsorship for the event has been approved.

After a detailed discussion, members agreed on the theme of the FDP as 'The Use of AI in teaching learning and CO PO attainment calculation'. The team also discussed the duration and structure of each session. It was decided to have a mix of keynote addresses and hands-on workshops.

To ensure proper decentralization of tasks, various committees were formed, and responsibilities were assigned to staff members.

The names of the resource persons were reviewed and discussed. Other logistical aspects were discussed and finalized. An estimated budget was prepared, and responsibilities were allocated to IQAC members accordingly.

The Director and other members reviewed the teaching plans and methods for the on-going classes. They also went over the policies for the current academic session with external committee members, and the Co-ordinator made a note of their feedback.

IQAC Coordinator presented an overview of the Certificate Courses currently offered by the institution, including enrolment statistics, feedback from participants, and overall outcomes. Members Shared suggestions for incorporating interdisciplinary courses and leveraging available expertise within departments.

The meeting concluded with a review of the key action points and responsibilities assigned to each member.

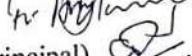



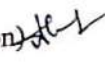


IQAC coordinator extended thanks to all the members and concluded the meeting.


Members Present:

Chairperson - Dr. Kuldeep Dubey (Principal)



Members-

1. Fr. Amit Tirkey (Director) 
2. Dr. G. Padma Gouri (Vice Principal) 
3. Mr. Vaibhav Shrivastava (HOD, Department of Commerce) 
4. Mrs. Gayatri Iyengar (HOD, Department of Education) 
5. Dr. Prachi Singh (HOD, Department of Management)
6. Mrs. Yashwee Lonkar (Asst. Professor, Department of Education) 
7. Dr. Sunita Pawar (Librarian) 
8. Mr. Tiharulal Dadsena (Administrative staff) 

IQAC Coordinator- -Mrs. Pooja Rathi, HOD, Department of Computer Science 

MEETING- III

**St. Vincent Pallotti College, Raipur
2023-24
IQAC MEETING**

Date : 05/01/2024
Venue: AV Room
Time: 2:00 P.M.

Agenda:

1. Updating Faculty and Students on the National Education Policy (NEP)
2. Participation of Faculty in MMTTC (Malaviya Mission Teacher Training Centre).
3. Attending Training Programs Conducted by PRSU for NEP.
4. College Excursion.

MINUTES OF THE MEETING

IQAC Coordinator greeted all of the attendees to the meeting. Minutes of last IQAC meeting were read and approved.

Dr. Kuldeep Dubey (Principal) highlighted the importance of updating both faculty and students about the key provisions of the National Education Policy (NEP), which includes new pedagogical approaches, a shift towards multi-disciplinary education, and enhanced focus on skill-based learning. Principal also emphasized the importance of faculty attending the NEP-related training programs conducted by Pandit Ravishankar Shukla University (PRSU).

It was agreed that a special session will be organized for faculty to explain the curriculum reforms and NEP guidelines.

It was agreed that faculty members would be encouraged to participate in the upcoming MMTTC refresher/orientation programs.

A separate session on NEP will be conducted for students, focusing on how the changes will impact their learning experience.


All the Heads of various departments have submitted the course completion report to the Principal Sir.

Director of the college informed about the College Excursion scheduled in the last week of November. HoDs are informed to collect names of the students willing to go for the excursion.

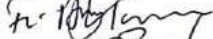
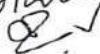





The meeting concluded with a review of the action points and the respective deadlines. It was emphasized that the updates on NEP, faculty participation in training programs, and the excursion should be organized smoothly to ensure active engagement from all stakeholders.

IQAC coordinator extended thanks to all the members and concluded the meeting.

Members Present:

Chairperson - Dr. Kuldeep Dubey (Principal) 

Members-

1. Fr. Amit Tirkey (Director) 
2. Dr. G. Padma Gouri (Vice Principal) 
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7. Dr. Sunita Pawar (Librarian) 
8. Mr. Tiharulal Dadsena (Administrative staff) 

IQAC Coordinator- -Mrs. Pooja Rathi, HOD, Department of Computer Science 

MINUTES OF MEETING: COMMERCE DEPARTMENT

1st Meeting 2023-24

Date : 31 July 2023

Time : 12:00 - 12:45

Venue : HOD'S Cabin

Agenda :

1. Preparation of attendance register.
2. Discussion on New syllabus.
3. Section Allotment.
4. Book Bank.
5. Student strength.

Members :

1. Mr. Vaibhav Shrinastana
2. Mr. Singmal Vamsee Krishna
3. Mrs. Neetu Gupta
4. Mr. Krishnakant Choubey
5. Mr. Akash Gaenka
6. Dr. Preeti Sani Agarwal
7. Mrs. Tripti Pashin Singh

— Head of the Commerce department, Mr. Vaibhav Shrinastana welcomed everyone in the new session of 2023-24, in the 1st meeting. HOD took the review of

- students list, section wise allotted students. He reviewed attendance registers of all the classes, class wise & section wise. He stressed on # calculating individual attendance of each student period wise.

- HOD, discussed about the changes in syllabus of B.Com. of Maths & Accounts of Ist years. Topics included & removed were mentioned by Asst. Prof. Krishnakant Choubey & Asst. Prof. Dakash Goenka. They discussed about the books that can be referred to the students.

- Looking at the admission status, discussion was done by staff about sections to be made in B.Com. IInd year & IIIrd year and number of students to be allotted in each section.

- Arrangements of books in book bank was asked assigned to Asst. Prof. Tripti Pashine. Asst. Prof. Dakash Goenka was asked to assist her in this work. They were asked to verify if previously allotted books were returned or not. Register was

checked by HOD, Mr. Vaibhav Shrivastava.

- Strength of students in new session was found to be satisfactory, in both B.Com Ist & Ist B, B.Com IInd year & B.Com IIIrd Year, yet new ideas of Asst. Prof. Neetu Gupta & Asst. Prof. Preeti Saini were welcomed by H.O.D.

- Meeting concluded by HOD's assigning incharge of various departmental work & instructing faculties to timely update attendance registers & DTR's.

Members Present:








1. Mr. Vaibhav Shrivastava
2. Mr. Vansha Singhmal Krishna
3. Mrs. Neetu Gupta
4. Mr. Krishnakant Choubey
5. Mr. Aakash Goenka
6. Mrs. Tripti Pashine
7. Dr. Preeti Saini Agarwal

COLLEGE COMMITTEE

St. Vincent Pallotti College, Raipur Committees 2023-24

Academic Feedback Committee

Members:









1. Dr. Kuldeep Dubey (Convener) 
2. Dr. G. Padma Gouri 
3. Mr. Vaibhav Shrivastava 
4. Mrs. R. Gayatri Iyengar (Archivist) 
5. Mrs. Pooja Rathi 
6. Dr. Prachi Singh 
7. Mr. Durgasis Mishra 

Objectives:-

1. Conduction of Academic Audit of every department
2. Maintaining Collection, Analysis and action taken record of Teaching Learning Feedback of every department.
3. Maintaining Feedback record of Teaching Learning, curriculum, facilities and stakeholders for every department (Collection, Analysis and action taken report)

Grievance Redressal Cell

Members:







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4. Mrs. R. Gayatri Iyengar 
5. Mrs. Pooja Rathi 
6. Dr. Prachi Singh 
7. Mrs. Yashwee Lonkar (Archivist) 
8. Mr. Durgasis Mishra 

Objectives:-

1. Setting a mechanism for collection and timely redressal of students' grievances
2. Collection and redressal of Academic and Non-academic grievances
3. Maintaining an un-biased atmosphere for students.

Admission Committee

Members:

1. Dr. G. Padma Gouri (Convener) 
2. Mr. Vaibhav Shrivastava (Archivist) 
3. Mrs. R. Gayatri Iyengar 
4. Mrs. Pooja Rathi 
5. Dr. Prachi Singh 
6. Mr. Durgasis Mishra 

Objectives:-

1. Planning and Execution of Admissions in different departments.
2. Advertisements for admission.

Scholarship Distribution Committee

Members:

1. Dr. G. Padma Gouri (Convener) *D.*
2. Ms. Aanchal Mishra *Aanchal*
3. Mr. Singamala Vamsee Krishna (Archivist) *Singamala*
4. Mr. Durgasis Mishra *Durgasis*
5. Mrs. Ruchi Dagamwar *Ruchi D.*
6. Miss. Shivali Shrivastav *Shivali*

Objectives:-

1. To collect and scrutinize the received scholarship forms.
2. To maintain the records of scholarship students.

Anti Ragging-Discipline Committee

Members:

1. Mr. Krishnakant Choubey (Convener) - *Choubey*
2. Mr. Mukesh Kumar Sinha (Co - Convener) *Mukesh*
3. Mrs. Bani Saha (Archivist) *Bani*
4. Mr. Dhaneśwar Prasad Yadav *Dhaneśwar*
5. Mr. Durgasis Mishra *Durgasis*
6. Mr. Rahul Kumar Sahu *Rahul Sahu*
7. Mr. Alok Kumar Chaurasiya *Alok*
8. Mr. Sourav Puranik *Sourav*

Objectives:

1. Up-dation and maintenance of Code of Conduct for Students and Teachers.
2. Conduction of programmes to create awareness about Code of Conduct.
3. Maintain the discipline inside the College Campus
4. Looking after Canteen and giving suggestions for improvement.

Cultural Committee

Members:

1. Mrs. Yashswee Lonkar (Convener) *Yashswee*
2. Miss Aanchal Mishra (Co-Convener) *Aanchal*
3. Ms. Neha Sahu *Neha*
4. Mrs. Ramola Vikas Dan *Ramola*
5. Mrs. Aayesha Hendricks *Aayesha*
6. Dr. Priti Saini Agrawal (Archivist) *Priti*
7. Mrs. Tripti Pashine *Tripti*
8. Mr. Sourav Puranik *Sourav*

Objectives:

1. Celebration of National/International days, events, festivals for creating awareness of constitutional and citizenship rights and duties.
2. Bringing Harmony in diversity: Cultural, Regional, Linguistic, Communal & Socio Economic (Both for Staff and Students)
3. Motivating students for participation in out campus activities.

Alumni Engagement Committee

Members:

1. Mr. Singmala V. Krishna (Convener)
2. Mrs. Bani Saha
3. Ms. Aanchal Mishra (Archivist)
4. Mrs. Abhilasha Khare
5. Mr. Mukesh Kumar Sinha
6. Mrs. Tripti Pashine

Objectives:

1. Ensuring the contribution of Alumni Association for the development of the Institution.
2. Conduction of annual Alumni Meet.

Research Cell

Members:

1. Mrs. R. Gayatri Iyengar (Convener)
2. Mrs. Pooja Rathi
3. Dr. Prachi Singh
4. Dr. Mini S. Pillai
5. Mrs. Neetu Gupta (Archivist)

Objectives:

1. Conduction of national Seminars, Guest Lectures and conferences.
2. Conduction of workshops on IPR (Intellectual Property Rights) and Research Methodologies.
3. Looking after the publication in Journal (UGC Care & Scopus), Book and Chapter.
4. Conduction of Teachers' presentation.

Newsletter & Magazine Committee (Both Digital & Print)

Members:

1. Miss Aanchal Mishra (Convener)
2. Dr. KiranjeetKaur Bedi (Archivist)
3. Mrs. Ayesha Hendricks
4. Mrs. Neetu Gupta
5. Miss Shivali Shrivastav

Objectives:

1. To coordinate with students and college administration for publication.

Women Cell & Anti Sexual Harassment Cell

Members:

1. Dr. Sunita Pawar (Convener)
2. Dr. Mini S. Pillai
3. Mrs. Bani Saha (Archivist)
4. Mrs. Tripti Pashine

Objectives:

1. Gender Sensitization -Reducing Gender Bias
2. Creating facilities for gender friendly atmosphere
3. Bringing respect and understanding for gender specifics.
4. Addressing sexual harassment issues.

Website Committee**Members:**

1. Mr. Vamsee Krishna (Convener)
2. Mrs. Abhilasha Khare (Deputy Convener)
3. Mrs. Yashaswee Lonkar
4. Mrs. Neetu Gupta (Archivist)
5. Mr. Durgasis Mishra
6. Mr. Hemant Sahu

Objectives:

1. Regular up-dation of College Website.

Library Committee**Members:**

1. Ms. Sunita Pawar (Convener)
2. Mrs. Aayesha Hendrick (Archivist)
3. Mrs. Neetu Gupta

Objectives:

1. Motivating students for constructive use of Library
2. Inculcating reading habits in students.
3. Providing guidance to prepare for competitive exams.

Extension & Charity Committee**Members:**

1. Mrs. Mini S. Pillai (Convener)
2. Mr. Krishna Kant Choubey (Archivist)
3. Mr. Aakash Goenka
4. Mr. Mukesh Sinha
5. Mr. Alok Kumar Chaurasiya

Objectives:

1. Conduction of extension activities that are not part of course curriculum.
2. Guiding institute towards social association and upliftment.

Educational Tour & Picnic Committee**Members:**

1. Ms. Aanchal Mishra (Convener)
2. Mr. Krishna Kant (Archivist)
3. Mrs. Ayesha Hendricks
4. Mr. Rahul Kumar Sahu
5. Mr. Durgasis Mishra

Objectives:

1. Conduction of educational tour and picnic as per the College annual calendar.

Press Publication & Photography Committee

Members:

1. Mr. Krishnkant Choubey (Convener) - *Chaubey*
2. Mrs. Ramola V. Dan (Archivist)
3. Mr. Mukesh Kumar Sinha - *M. K. Sinha*

Objectives:

1. Ensuring the publication of the events.

Guidance – Counselling and Placement Cell

Members:

1. Mrs. Yashwee Lonkar (Convener) *Yashwee*
2. Dr. Prachi Singh *Prachi*
3. Mr. Singamala Vamsee Krishna *Singamala*
4. Miss Neha Sahu *Neha*
5. Mr. Alok Kumar Chaurasiya *Alok*
6. Mr. Hemant Sahu (Archivist) *Hemant*

Objectives:

1. Conduction of in-campus/off-campus placement activity.
2. Keeping record of Individual/Institutional placement.
3. Providing guidance for competitive exams.
4. Conduction of carrier counselling by internal staff / third party.
5. Taking capacity building initiatives as-
 - a. Soft skill development
 - b. Language and communication skill development
 - c. Life skill development
 - d. ICT/Computing Skill Development

Industrial Collaboration Cell

Members:

1. Ms. Aanchal Mishra (Convener) *Aanchal*
2. Mr. Aakash Goenka *Aakash*
3. Mrs. Abhilasha Khare *Abhilasha*
4. Mrs. Bani Saha (Archivist) *Bani*

Objectives:

1. Collaboration with local industries for getting hand-on experiences for students.

Mentoring Committee

Members:

1. Dr. Kuldeep Dubey (Convener) *Kuldeep*
2. Dr. G. Padma Gouri *G. Padma*
3. Mr. Vaibhav Shrivastava (Departmental Archivist) *Vaibhav*
4. Mrs. R. Gayatri Iyengar (Departmental Archivist) *R. Gayatri*
5. Mrs. Pooja Rathi (Departmental Archivist) *Pooja*
6. Dr. Prachi Singh (Departmental Archivist) *Prachi*
7. Mr. Durgasis Mishra (Departmental Archivist) *Durgasis*

Objectives:

1. Department wise recording of Mentor- Mentee relationship.
2. Yearly Analysis and reporting of data.

Eco Cell

Members:

1. Mrs. Bani Saha (Convener) *Bani Saha*
2. Mrs. Yashswee Lonkar *Yashswee Lonkar*
3. Mr. Singmala V. Krishna (Archivist) *Singmala V. Krishna*
4. Miss Shivali Shrivastav *Shivali Shrivastav*

Objectives:

1. Guiding the institute for-
 - a. Energy Conservation
 - b. Water Conservation
 - c. Air Conservation
 - d. Soil Conservation
2. Operating Cleanliness Drives
3. Waste Management.
4. Annual conduction of Green/Environmental/Energy Audits
5. Managing out-campus environmental activities.

Special Days Celebration Committee

Members:

1. Mr. Ramola Vikas Dan (Convener) *Ramola Vikas Dan*
2. Miss Neha Sahu *Neha Sahu*
3. Dr. Priti Saini Agrawal (Archivist) *Priti Saini Agrawal*
4. Mr. Hemant Sahu *Hemant Sahu*

Objectives:

1. To organize and celebrate special and important days.

Canteen Committee

Members:

1. Dr. Sunita Pawar (Convener) *Sunita Pawar*
2. Mr. Krishnakant Choubey (Archivist) *Krishnakant Choubey*
3. Mr. Mukesh Kumar Sinha *Mukesh Kumar Sinha*
4. Mr. Sourav Puranik *Sourav Puranik*

Objectives:

1. To supervise canteen activities and supervision.

(Signature)

Dr. Kuldeep Dubey
PRINCIPAL
St. VINCENT PALLOTTI COLLEGE
KAPA, RAIPUR (C.G.)

07-08-23

STUDENTS GRIEVANCE REDRESSAL

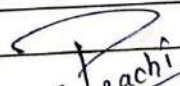
GRIEVANCE- I

Date - 17 / 10 / 2023.

Grievance - Student of BBA-I Mukshreca Khan was unable to give Unit-Test as her mother was not well, and she has to take care of her.

Redressal - Head of the department has given instruction to the student for writing an Assignment of all the particular subjects and submit it on a particular date.


Student Signature


Incharge.


H.O.D. MANAGEMENT
St. Vincent Pallotti College
Kapa, RAIPUR (C.G.)

To,

Head of Management Department
St. Vincent Pallotti College
Raipur (C.G.)

Subject - Application of leave on Unit
test day.

Respected Madam,

I Muksheera Khan of BBA-I
with all the due respect would like to
inform you that my mother is not well &
is on bed rest so I have to take care
of her so I will not be able to attend
unit test Exam. Please understand by
situation & grant me leave.

Thanking you.

Sincerely yours

M Khan
Muksheera Khan
BBA-I
17/10/23

Leave granted
Assignment need to be
submitted for the subject

for Aancha
H.O. MANAGEMENT
St. Vincent Pallotti College
Kaps, RAIPUR (C.G.)

GRIEVANCE - II

07-12-2023

Grievance - Student Kishu Pandey of BBA-III was unable to give pre-semester exam, as he was an out of station.

Redressal :- Head of the Department instructed the student to contact respective subject teachers and solve the pre-semester question papers of all the subjects and submit it in the form of assignment.

Student signature,

Kishu

Ancha
Incharge,

for, Ancha
H.O.D. MANAGEMENT
St. Vincent Pallotti College
Kapa, RAIPUR (C.G.)

To,

The Head of the Management Department
St. Vincent Pallotti College, Kapa,
Raipur (C.G.)

Subject - Application for leave. and not able
to give pre-semester exam.

Respected Mam,

With all due respect I Kirti
Pandey from BBA-III will not be able to
attend pre-semester exam, i.e. from 01-12-2023
to 06-12-2023. Kindly grant me leave for
the same. please provide question paper
for all the subjects.

Thanking you

Yours Sincerely,
Writi
Kirti Pandey

30-10-2023
Contact respective subject teachers
for the question paper & submit
the same in the form of assignment

for Ananda
HOD-MANAGEMENT
St. Vincent Pallotti College
Kapa, RAIPUR (C.G.)

FDP DETAILS

2023-24

“ADVANCE RESEARCH TECHNIQUES & IPR”

BROUCHER

ST. VINCENT PALLOTTI COLLEGE, RAIPUR
ORGANIZES
FACULTY DEVELOPMENT PROGRAM
ON
"ADVANCED RESEARCH TECHNIQUES AND IPR"

Topic
Intellectual Property Rights

RESOURCE PERSON
Dr. Prof. Asha Ambhaikar
Professor, Department of CS & IT
Kalinga University, Raipur

0771 - 2283334
22 JULY 2023
TIME: 12:00 NOON
VENUE: AV ROOM
e - mail : pallotti.college@gmail.com
www.stvincentpallotticollege.org

ST. VINCENT PALLOTTI COLLEGE, RAIPUR
IQAC IN COLLABORATION WITH RESEARCH CELL
ORGANIZES
ONE WEEK FACULTY DEVELOPMENT PROGRAM
ON
"ADVANCED RESEARCH TECHNIQUES AND IPR"

Rev. Fr. Amit Tirkay SAC
Director
St. Vincent Pallotti College, Raipur

Chief Guest
V. Rev. Fr. Bipin Kishor Minji SAC
Provincial Rector,
Raipur Province

Dr. Kuldeep Dubey
Principal
St. Vincent Pallotti College, Raipur

Mrs. Pooja Rath
IQAC Coordinator
St. Vincent Pallotti College, Raipur

Dr. G. Padma Gouri
Vice Principal
St. Vincent Pallotti College, Raipur

Dr. Prachi Singh
Convener, Research Cell,
St. Vincent Pallotti College, Raipur

RESOURCE PERSONS

Dr. Ram Krishna Rathore
Research Intensive Faculty and IPR Incharge,
Rungta College of Engineering & Technology, Bilhail

Dr. Prof. Asha Ambhaikar
Professor, Department of CS & IT
Kalinga University, Raipur (India)

Dr. Shweta Bajaj
Associate Professor and HOD,
AAFT University of Media and Arts, Raipur

FROM: 18 TO 22 JULY 2023
TIME: 10:00 AM TO 3:00 PM
VENUE: AV ROOM
0771 - 2283334
e - mail : pallotti.college@gmail.com
www.stvincentpallotticollege.org

FDP DETAILS
2023-24

“ADVANCE RESEARCH TECHNIQUES & IPR”
REPORT

St. Vincent Pallotti College, Raipur (C.G)

Session: 2023-24

Report of 'One Week Faculty Development Program'

on

'Advanced Research Techniques and Intellectual Property Rights (IPR)'

Internal Quality Assessment Cell (IQAC) in collaboration with the 'Research Cell' of St. Vincent Pallotti College organized a one week 'Faculty Development Program (FDP)' from 18-07-2023 to 22-07-2023 on 'Advanced Research Techniques and IPR' comprising of divergent research tools and techniques as well as the contemporary areas of 'Intellectual Property Rights' for all the departmental faculty of the institution. The program inaugurated with a welcome speech by Dr. Kuldeep Dubey, Principal of the college. Fr. Rev. Bipin Kishor Minj, Provincial Rector was the Chief Guest and Fr. Amit Tirkey, Director of the institution was the special guest of the program. The essential objective of the FDP is to uplift their involvement and eagerness in creating the domain research activities.

Dr. R.K. Rathore, a Faculty of Research and IPR of Bhilai on Day-1 elaborated the various methods to identify the core collection of research journals including SCIE (Science Citation Index Expanded), SSCI (Social Sciences Citation Index), AHCI (The Arts and Humanities Citation Index), CPCI (Conference Proceedings Citation Index), BCI (Book Citation Index) along with SCOPUS and UGC-CARE to be considered for paper and journal publication by the researchers. He also highlighted the concept of plagiarism and its types, detection and removal of plagiarism. He also narrated on how to publish good journals and its pre-requisites to be taken into consideration by the researchers with respect to citation and referencing of the research literature.

On Day-2, Professor Dr. R.K. Rathore explained through power point presentation about the reference management software, 'Mendeley', by which faculty members acquainted with the exclusive method of creation of library, exporting with MS-Document, downloading as an extension and inserting the reference manager to work on the existing research document for referencing all sources at once to effectively create and save the same.

On Day-3, the eminent speaker, Dr. Shweta Bajaj, an Associate Professor of School of Management, AAFT University, Raipur has taken all the participants to the fundamental nuances of the 'Systematic Literature Review' in which she elaborated about the 'Narrative', 'Systematic' and 'Meta' analysis of the review to develop different criteria including qualitative and quantitative methodology to adopt by the researchers in their publishing works. On 4th day of the FDP, she emphasized the need and creation of right data to be maintained and constructed using MS-Excel sheets. In order to make bibliometric analysis, Dr. Shweta Bajaj explained about the effective usage of 'VOSviewer, a software to create maps on bibliographic data, text data, co-citation map to create different clusters and incorporating in the research work.


PRINCIPAL
Dr. KULDEEP DUBEY
VINCENT PALLOTTI COL
KAPA-RAIPUR (C.G)

On Day-5, the Resource Person, Dr. Asha Ambhaikar, Professor of CS&IT, Kalinga University, Raipur introduced the need and the protection of 'Intellectual Property Rights (IPR)'. She elucidated on the types of IPR as copyright, patent, Trademark and emphasized the ways on promoting ideas, knowledge sharing and designing of the intellectual property. She also elaborated various steps to file registration of the patent, ownership rights in India by her most informative presentation.

The participants of the 'Faculty Development Program' are truly acquired the necessary methods as well as the present-day technology on advanced research as delivered by all the resource persons. It has been a tremendous benefit to the faculty members of the institution. The one-week FDP concluded on 22-7-2023 with the vote of thanks by Vice-Principal Dr. G.Padma Gouri and she has motivated all the participants to upheave the research interest and use the all the resources to create new and essential intellectual property rights. Dr. G.Padma Gouri also appreciated the efforts of IQAC and Research Cell in conducting this program. Principal Dr. Kuldeep Dubey presented the institutions mementos to the speakers. IQAC In-charge, Mrs. Pooja Rathi, Research Cell Head, Dr. Prachi Singh, all heads of the departments and faculty members were also actively present in this one-week faculty development program.



PRINCIPAL
Dr. KULDEEP DUBEY
VINCENT PALLOTTI COL
KAPA-RAIPUR IC.G

FDP DETAILS 2023-24

“ADVANCE RESEARCH TECHNIQUES & IPR”

ATTENDANCE

St. Vincent Pallotti College, Raipur (C.G) Session: 2023-24 One Week Faculty Development Program on “Advanced Research Techniques and Intellectual Property Rights (IPR)” From 18-07-2023 to 22-07-2023 Participants' Attendance Record								
S.No.	Name	Designation	Department	Signature				
				18/07/2023	19/07/2023	20/07/2023	21/07/2023	22/07/2023
1	Dr. Kuldeep Dubey	PRINCIPAL	St. Vincent Pallotti College	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
2	Dr. G. Padma Gouri	Vice-Principal	St. Vincent Pallotti College	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
3	Mr. Vaibhav Shrivastava	HOD-Commerce	Commerce	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
4	Dr. Ms. Sunita Pawar	Librarian	St. Vincent Pallotti College	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
5	Mrs. R. Gayatri Iyengar	HOD	Education	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
6	Dr. Mrs. Mini .S. Pillai	Asst. prof.	Education	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
7	Mrs. Yashaswee Lonkar	Asst. Prof.	Education	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
8	Mrs. Pooja Rathi	HOD	Computer Science	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
9	Mrs. Bani Saha	Asst. prof.	Education	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
10	Ms. Aanchal Mishra	Asst. Prof.	Management	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
11	Mr. Dhaneshwar Yadav	Asst. Prof.	Management	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
12	Mrs. Abhilasha Khare	Asst. Prof.	Computer Science	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
13	Dr. Prachi Singh	HOD	Management	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
14	Mr. Singamala Vamsee Krishna	Asst. prof.	Asst. prof.	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
15	Mr. Krishna Kant Choubey	Asst. Prof.	Commerce	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
16	Dr. Kiranjeet Kaur Bedi	Asst. Prof.	English	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
S.No.	Name	Designation	Department	18/07/2023	19/07/2023	20/07/2023	21/07/2023	22/07/2023
17	Mr. Akash Goenka	Asst. prof.	Commerce	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
18	Mrs. Ramola Vikas Dan	Asst. prof.	Education	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
19	Mrs. Aayasha Hendricks	Asst. prof.	Education	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
20	Mrs. Neetu Gupta	Asst. Professor	Commerce	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
21	Mr. Mukesh Kumar Sinha	Asst. Professor	Physical Edu.	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
22	Mr. Durgasis Misra	Asst. Prof.	Physical Edu.	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
23	Dr. Priti Saini Agrawal	Asst. Professor	Commerce	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
24	Mrs. Tripti Pashine Singh	Asst. Professor	Commerce	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
25	Ms. Neha Sahu	Asst. Professor	Comp. Science	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
26	Mrs. Ruchi Abhay Dagarwar	Asst. Professor	Education	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
27	Ms. Saipriya Iyer	Asst. Librarian	Library	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
28	Mr. Rahul Ku. Sahu	Asst. Professor	Physical Edu.	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
29	Mr. Hemant Sahu	Asst. Prof.	Mgmt.	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
30	Mr. Alok Kumar Chaurasiya	Asst. prof.	Physical Edu.	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
31	Mr. Saurabh Puranik	Asst. prof.	Physical Edu.	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
32	Mrs. Shivali Shrivastava	Asst. Prof.	Computer Science	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
33	Mr. Abhishek Upadhyay			ABSENT	ABSENT	ABSENT	ABSENT	ABSENT
34	Dr. Neena Rathi			ABSENT	ABSENT	ABSENT	ABSENT	ABSENT

PHOTO GALLERY



**FDP DETAILS
2023-24**

“ADVANCE RESEARCH TECHNIQUES & IPR”

CERTIFICATES



VIDYA PROTSAHAN SANGH
ST. VINCENT PALLOTTI COLLEGE, RAIPUR
One Week Faculty Development Program
on
“Advanced Research Techniques and IPR”

Certificate of Participation

This is to certify that Dr./Mr./Ms. R. Gayatri Tyengar, HOD - Education
has actively participated in the Faculty Development Program on
“Advanced Research Techniques and IPR”
from 18.07.2023 to 22.07.2023 organized by IQAC in collaboration with
Research Cell, St. Vincent Pallotti College, Raipur (C.G.)

Fr. Amit Tirkey SAC
Director

Fr. Bipin Kishor Minj SAC
Provincial Rector, Raipur Province

Dr. Kuldeep Dubey
Principal

ST. VINCENT PALLOTTI COLLEGE, RAIPUR (C.G.)
GO FORTH TO SERVE

B++
NAAC
CGPA-2.92



VIDYA PROTSAHAN SANGH
ST. VINCENT PALLOTTI COLLEGE, RAIPUR
One Week Faculty Development Program
on
“Advanced Research Techniques and IPR”

Certificate of Participation

This is to certify that Dr./Mr./Ms. Anchal Mishra, Asst. Prof.
has actively participated in the Faculty Development Program on
“Advanced Research Techniques and IPR”
from 18.07.2023 to 22.07.2023 organized by IQAC in collaboration with
Research Cell, St. Vincent Pallotti College, Raipur (C.G.)

Fr. Amit Tirkey SAC
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Dr. Kuldeep Dubey
Principal

ST. VINCENT PALLOTTI COLLEGE, RAIPUR (C.G.)
GO FORTH TO SERVE

B++
NAAC
CGPA-2.92