



ISO 9001:2015

# Disha College

Affiliated to Pt. Ravishankar Shukla University, Raipur (C.G.)

**COMMITTEES, CELLS,  
FORUMS, CLUBS INFORMATION**

# PREFACE

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The creation of this booklet on College Committees stands as a pivotal initiative aimed at enhancing the efficacy of various committees. Disha College has established a series of committees & cells to decentralize and manage the operational and administrative functions effectively. This strategic diversification ensures that each committee is equipped to address issues faced by stakeholders and actively strives for improvements within its defined purview. This structured approach, through the establishment of dedicated committees, ensures a systematic and proactive response to the needs and challenges encountered by stakeholders. It reflects the institute's commitment to maintaining a high standard of operational efficiency and fostering a culture of continuous enhancement. The following committees have been constituted to oversee various aspects of the institute's functioning, promoting a comprehensive and efficient approach to administration. There are ***total 2 bodies, 15 committees, 8 Cells, 2 clubs & 1 forum***. As we embark on this journey of implementation, the hope is that the booklet will not only serve as a reference point but also as a catalyst for positive change within the college.

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## **1. EXTENT OF AUTONOMY**

Granting committees complete autonomy in the execution of their tasks is a commendable approach to empower them for effective decision-making and implementation. The commitment to enhancing the efficiency of these committees is further underscored by the principal's willingness to allocate clerical, infrastructural, and supporting staff assistance as needed. This demonstrates a proactive stance in facilitating the smooth functioning of the committees by providing essential resources.

## **2. DECISION-MAKING**

Decisions made by a committee in pursuit of its fundamental objectives and goals are ideally reached through consensus, fostering a sense of team spirit and unity of purpose, thus generating synergistic outcomes. The committee is granted the autonomy to establish its own rules and procedures for operation, with the understanding that these rules require the approval of the principal for enforcement. To ensure transparency and accountability, all deliberations during committee meetings should be meticulously recorded, and the presence of members duly attested.

A quorum for a meeting is constituted by two-thirds of the committee members. If a meeting is postponed due to a lack of quorum, and on a subsequent date, two-thirds of the members fail to attend, the meeting can still proceed with the presence of fifty percent of the total committee members, making any decisions taken therein valid. This framework is designed to balance flexibility with accountability, promoting effective decision-making within the committee while upholding necessary standards and procedures.

It is imperative for each committee to formulate both an annual plan and an annual schedule to guide its actions and attain its objectives efficiently. This strategic approach aids in organizing tasks, promoting better coordination, and ensuring optimal functioning within the committee. The annual plan serves as a blueprint, outlining the committee's goals, priorities, and the steps required to achieve them over the course of the year. Meanwhile, the annual schedule provides a time-bound framework, allowing for the systematic execution of tasks and the timely accomplishment of milestones.

## **3. COMMITTEE REPORT**

Each committee is required to submit an annual report to IQAC, encompassing crucial information to provide a comprehensive overview of its activities. This report should include details on the targets set for the year, offering a clear understanding of the committee's intended accomplishments. Subsequently, the report should evaluate the committee's performance in attaining these targets, highlighting successes and challenges faced during the implementation of action plans.

**4. LIST OF COMMITTEES**

<b>S. No.</b>	<b>Name of Cell/Committees</b>	<b>Co-ordinator</b>	<b>Contact No.</b>
1	Governing Body	Dr. A. K. Tiwari	9300491034
2	College Council	Mr. Ashok Gupta	7067955801
3	Admission Committee	Mrs. Seema Pathak	9009449718
4	Alumni Committee	Mr. Naziya Mirza	7000874413
5	Anti Ragging Committee	Mrs. Kamaljeet Kaur	7869617885
6	Anti Ragging Squad	Dr. Prafulla Vyas	9301323362
7	Cultural Committee	Dr. Vandana Sharma	9424200514
8	Exam Committee	Dr. Prafulla Vyas	9301323362
9	Grievance redressal Committee	Dr. Prafulla Vyas	9301323362
10	Hygiene & Sanitation Committee	Dr. Saumya Tiwari	9754129323
11	Internal Complaint Committee	Dr. Vandana Sharma	9424200514
12	Library Committee	Mrs. Lovely Gupta	8839585309
13	Magzine Committee	Mrs. Vidya R. Nair	9165730624
14	NAAC Steering Committee	Mrs. A. Pooja Narayan	7489566608
15	Purchase Committee	Mr. Bhupati Sarpa	8817640882
16	Sports Committee	Mrs. Anjali Bhskar	7772015608
17	Waste Management Committee	Dr. Saumya Tiwari	9630837168
18	Career Guidance & Placement Cell	Mr. Md. Shoaib Pasha	7415156847
19	Entrepreneurship & Incubation Cell	Mr. Siddhant Balaiya	8770907178
20	IQAC	Mrs. A. Pooja Narayan	7489566608
21	Media & Social Site Updation Cell	Mrs. Rekha Awasthi	9424201733
22	NSS Cell	Dr. Kamaljeet Kaur	7869617885
23	Research & Development Cell	Dr. Yogita Jiwane	9754129323
24	Reserved Category cell	Dr. Yogita Jiwane	9754129323
25	Women Development Cell	Dr. Saumya Tiwari	9630837168
26	Eco Club	Dr. Saumya Tiwari	9630837168
27	Electoral Education Club	Mr. Ashok Gupta	7067955801
28	Discussion Forum	Mrs. Vidya R. Nair	9165730624

## 4.1 GOVERNING BODY

Designation	Name
Chairman	Shri S.K.Jain
Secretary (Ex-officio)	Dr. A.K.Tiwari, Principal, Secretary DES
Members (Management Representatives)	1. Shri Pramod Kumar Jain 2. Shri Kirti Jain 3. Shri Dhan Bahadur 4. Smt. Pinky Shukla
Members (Teacher Representatives)	1. Dr. Prafulla Vyas 2. Dr. Vandana Sharma
Member (Industrialist)	Mr. Jasvinder Singh
Members (University nominees)	1. Dr. (Smt.) Reeta Venugopal, SoS in Physical Education, Pt. Ravishankar Shukla University, Raipur. 2. Dr. B.S. Thakur, SoS in Mathematics, Pt. Ravishankar Shukla University, Raipur

### ***ROLES & RESPONSIBILITIES:***

The primary objective of the Governing Body of Disha College is to provide transparent and effective governance for the purpose of building and developing the institution, all while garnering the confidence of stakeholders. This involves establishing clear and ethical policies, ensuring compliance with regulations, and fostering an environment conducive to academic excellence. By offering transparency in decision-making processes and actively engaging with stakeholders, the Governing Body seeks to build trust and confidence. Additionally, the body plays a crucial role in strategic planning, financial oversight, and the appointment of key leadership, aiming to create a sustainable and thriving educational environment. In essence, the Governing Body is dedicated to steering Disha College towards its mission and vision, while upholding principles of accountability and responsiveness to the needs of the college community and its broader stakeholders.

## 4.2 COLLEGE COUNCIL

S. No.	Name of the Members	Designation	Position
1	Dr. A. K. Tiwari	Principal	President
2	Mr A.K.Gupta	Asstt.Prof. Commerce	Coordinator
3	Mrs Arpana Dubey	Psychologist & Counsellor	Member
4	Mr. Jasvinder Singh	Industrialist	Member
2	Dr.PrafullVyas	HOD ( Science)	Member
5	Mrs Naziya Mirza	Asstt.Prof. Science	Member
6	Mrs.A Pooja Narayan	Asstt.Prof. Management	Member
7	Mrs. Kamaljeet Kaur	Asstt.Prof. Commarce	Member
9	Dr. Saumya Tiwari	Asstt.Prof. Education	Member
10	Mrs. Seema Pathak	Asstt.Prof. Computer Sc	Member
11	Mr. Mahendra Soni	Asstt.Prof. Computer Sc.	Member
12	Mrs. Rekha Singh	Asstt.Prof. BCA	Member
13	Mr.Shashank Sood	Alumni	Member
14	Ms. Ritika Tiwari	Student	Student Coordinator

### ***ROLES & RESPONSIBILITIES:***

Disha College's development blueprint, led by the College Council, targets academic, administrative, and infrastructural advancements. This initiative emphasizes elevating curricular standards, optimizing administrative efficiency, and investing in cutting-edge facilities. The overarching goal is to cultivate excellence by promoting innovative curricular practices and offering a diverse range of co-curricular and extra-curricular activities, enriching the overall student experience.

### 4.3 ADMISSION COMMITTEE

Name of the staff	Designation	Post	Contact
Dr. A. K. Tiwari	Principal	Chairperson	9300491034
Mrs. Seema Pathak	HOD, Computer Science	Co-ordinator	9009449718
Mrs. Rekha Singh	Asst. Professor	Member	7869480826
Mrs. A. Pooja Narayan	HOD, Management	Member	7489566608
Mrs. Hemlata Rathod	Asst. Professor	Member	9340124465
Mrs. Ketki Parmanand	Asst. Professor	Member	7489399336

#### **ROLES AND RESPONSIBILITIES:**

- To ensure implementation of Admission norms prescribed by competent authority's viz. Pt. Ravishankar Shukla University, higher education etc.
- Assistance for the admissions of the students; complete support system for the admission process.
- To assist the students and to interact with the parents during admissions for each academic year
- Counseling any other assistance to the candidate for Admission process



#### 4.4 ALUMNI COMMITTEE

Name of the staff	Designation	Post	Contact
Mr. Naziya Mirza	Asst. Professor	Co-ordinator	7000874413
Dr. Vandana Sharma	Asst. Professor	Member	9424200514
Dr. Saumya Tiwari	HOD, Education	Member	9630837168
Mr. Vidya Nair	Asst. Professor	Member	9165730624
Mrs. Rekha Awasthi	Asst. Professor	Member	9424201733
Mr. Devashish Mishra	Student Representative	Student member	9098727466
Mr. Maulik Jain	Student Representative	Student member	8225001997
Ms. Aparna Pandey	Student Representative	Student member	9575222511
Ms. Bhumika Pede	Student Representative	Student member	7693096911
Ms. Harshita Bakshi	Student Representative	Student member	9340071753

#### **ROLES AND RESPONSIBILITIES:**

- To maintain a continuing and life long relationship among the students, faculty and Alma matter.
- To provide good interaction between the former students and the college through periodical meetings, guest lecturers / seminar thereby making the alumni to be a part of developmental activities, taking place in the college.
- To suggest modifications and up gradation, updating of curriculum to meet the industrial needs.
- To organize frequent alumni meets to develop the bonding between Alumni and the institution every year.

## 4.5 ANTI RAGGING COMMITTEE

Name of the staff	Designation	Post	Contact
Dr. A. K. Tiwari	Principal	Chairman	9300491034
Mrs. Kamaljeet Kaur	Asst. Professor	Co-ordinator	7869617885
Dr. Saumya Tiwari	HOD, Education	Member	9630837168
Mr. Amit Tripathi	Representative of parents	Member	8109111421
Mr. Md. Shoaib Pasha	Asst. Professor	Member	7415156847
Mr. Prashant Botkavar	Non-Teaching staff	Member	9752389751
Mr. Rajesh Ganodwale	Representative of Media person	Member	9425520465
Mrs. Pushplata Tripathi	Representative of NGO	Member	911572909
Mrs. Shruti Singh	TI (Sarswati Nagar Police station)	Member	9479191034
Abhivav Raj	Student Representative III year	Student member	7000684399
Akshat Agrwal	Student Representative I year	Student member	9826901959
Lipakshi Manikpuri	Student Representative II year	Student member	6268177958

### ROLES & RESPONSIBILITIES:

- To address complaints about ragging as per the Govt. and University procedures.
- To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging;
- To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging.
- To take all necessary measures for prevention of Ragging inside the Campus.

#### 4.6 ANTI RAGGING SQUAD

Name of the staff	Designation	Post	Contact
Dr. A. K. Tiwari	Principal	Chairman	9300491034
Dr. Prafulla Vyas	HOD, Science	Convener	9301323362
Dr. Saumya Tiwari	HOD, Education	Member	9630837168
Mr Vijay Chandra	Librarian	Member	8319949763
Mr. Bhupati Sarpa	Asst. Professor	Member	8817640882

##### ***ROLES & RESPONSIBILITIES:***

- The College has constituted the anti-ragging squad for surprise raids in the college premises, canteen, and parking area. The squad members carry out raids frequently in ragging sensitive places of premises.

## 4.7 CULTURAL COMMITTEE

Name of the staff	Designation	Post	Contact
Dr. A. K. Tiwari	Principal	Chairperson	9300491034
Dr. Vandana Sharma	Asst. Professor	Co-ordinator	9424200514
Mrs. Jagriti Sahu	Asst. Professor	Member	8871747132
Mrs. Ketki Parmanand	Asst. Professor	Member	7489399336
Mrs. Poonam Shukla	Asst. Professor	Member	7987163288
Mrs. Vidya Nair	Asst. Professor	Member	9165730624
Bhavya Ben Patel	Student	Student member	9981262953
Chetna Parmar	Student	Student member	9131837239
Kumkum Kukreja	Student	Student member	7746027700
Saloni Patel	Student	Student member	7987577832
Unnati Gumasta	Student	Student member	9303768124

### ROLES & RESPONSIBILITIES:

- The Cultural Committee of Disha College plays a crucial role in fostering a vibrant and inclusive campus environment. Its primary purpose is to organize and promote cultural activities and events that contribute to the overall development and well-being of Disha College students.
- Organizing cultural events such as fest, dance competitions, singing competitions, fine art and drama competition to showcase the diverse talents of Disha College students.
- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the College.)

## 4.8 EXAM COMMITTEE

Name of the staff	Designation	Post	Contact
Dr. A. K. Tiwari	Principal	Chairperson	9300491034
Dr. Prafulla Vyas	HOD, Science	Co-ordinator	9301323362
Dr. Vandana Sharma	Asstt. Professor	Member	94244200514
Dr. Kamaljeet Kaur	HOD, Commerce	Member	7869617885
Mrs. A. Pooja Narayan	HOD, Management	Member	7489566608
Mrs. Seema Pathak	HOD, Computer Science	Member	9009449718
Mrs. Rekha Singh	Asstt. Professor	Member	7869480826
Mrs. Vidya Nair	Asstt. Professor	Member	9165730624

### ***ROLES AND RESPONSIBILITIES:***

- To carry out examinations.
- Keeping the record of every issue related to the examination
- Shall ensure that adequate stationery (answer sheets, , charts, graph papers, threads etc.) is made available.
- To process the exam remuneration bills on time in support with admin staff.

## 4.9 GRIEVANCE REDRESSAL COMMITTEE

Name of the staff	Designation	Post	Contact
Dr. A. K. Tiwari	Principal	Chairperson	9300491034
Dr. Prafulla Vyas	HOD, Science	Co-ordinator	9301323362
Dr. Saumya Tiwari	HOD, Education	Member	9630837168
Dr. Vandana Sharma	Asst. Professor	Member	9454200514
Mrs. A. Pooja Narayan	HOD, Management	Member	7489566608
Mrs. Seema Pathak	HOD, Computer Science	Member	9009449718

### ROLES AND RESPONSIBILITIES:

- To develop an organizational framework to resolve Grievances of Students and other stakeholders
- To provide the students access to immediate, hassle-free recourse to have their Grievances redressed
- To institute a monitoring mechanism to oversee the functioning of the Grievance Redressal Policy

#### 4.10 HYGIENE & SANITATION COMMITTEE

Name of the staff	Designation	Post	Contact
Dr. A. K. Tiwari	Principal	Chairperson	9300491034
Dr. Saumya Tiwari	HOD, Education	Co-ordinator	9630837168
Dr. Prafulla Vyas	HOD, Science	Members	9301323362
Dr. Vandana Sharma	Asstt. Professor	Members	94244200514
Mrs. Seema Pathak	HOD, Computer Science	Members	9009449718
Dr. Kamaljeet Kaur	HOD, Commerce	Members	7869617885
Dr. Yogita Jiwane	Asstt. Professor	Members	9754129323
Mrs. A. Pooja Narayan	HOD, Management	Member	7489566608
Mrs. Poonam Shukla	Asstt. Professor	Members	7987163288
Mr. Suresh Chaturvedi	Non-Teaching staff	Members	9926178931

#### **ROLES AND RESPONSIBILITIES:**

- To ensure that the college campus is always clean and to bring health-awareness among the students.
- To deliver health and hygiene related messages to each student and make them follow it.

#### 4.11 INTERNAL COMPLAINT COMMITTEE

Name of the staff	Designation	Post	Contact
Mrs. Seema Pathak	HOD, Computer Science	Co-ordinator	9009449718
Dr. Vandana Sharma	Asstt. Professor	Presiding Officer	9454200514
Mrs. Pushplata Tripathi	Chairperson, Harsambhav Foundation (NGO)	Member	911572909
Mrs. Naziya Mirza	Asst. Professor	Member	7000874413
Mr. Ajay Singh	Non-Teaching staff	Member	8109120956
Mr. Prashant Botkaware	Non-Teaching staff	Member	9752389751
Ms. Divya Kapoor	Student	Student member	9981421521
Ahmed Tabani	Student	Student member	8718806116
Kumkum Kukreja	Student	Student member	7746027700

#### **ROLES AND RESPONSIBILITIES:**

- Create awareness about issues faced by women due to gender biases & discrimination
- To provide a forum to build awareness & hence build preventive actions in matters related to gender discrimination.
- To provide & disseminate information about rights & laws for women
- To facilitate speedy delivery of justice by processing each complaint through suitable actions.



## 4.12 LIBRARY COMMITTEE

Name of the staff	Designation	Post	Contact
Dr. A. K. Tiwari	Principal	Chairperson	9300491034
Mrs. Lovely Gupta	Librarian	Co-ordinator	8839585309
Dr. Prafulla Vyas	HOD, Science	Member	9301323362
Dr. Saumya Tiwari	HOD, Education	Member	9630837168
Mrs. A. Pooja Narayan	HOD, Management	Member	7489566608
Mrs. Seema Pathak	HOD, Computer Science	Member	9009449718
Dr. Kamaljeet Kaur	HOD, Commerce	Member	7869617885

### ***ROLES AND RESPONSIBILITIES:***

- To plan the books and journals to be procured for the college library.
- To conduct Library stock verification
- To coordinate with the librarian and to ensure the availability of study materials.
- The committee will be responsible for the over-all development of the library.
- To seek feedback on Library functions from readers.
- To submit the annual report on the functioning of the library.

### 4.13 MAGAZINE COMMITTEE

Name of the staff	Designation	Post	Contact
Mrs. Vidya R. Nair	Asstt. Professor	Co-ordinator	9165730624
Dr. Prafulla Vyas	HOD, Science	Member	9301323362
Mrs. Ketki Parmanand	Asstt. Professor	Member	7489399336
Mrs. Poonam Shukla	Asstt. Professor	Member	7987163288
Mrs. Rekha Awasthi	Asstt. Professor	Member	9424201733
Ms. Pragati Pargniha	Asstt. Professor	Member	9399099708
Devashish Mishra	Student	Student member	9098727466
Khushi Jha	Student	Student member	8965830479
Md. Ahmed Tabani	Student	Student member	8718806116
Tanoy Patra	Student	Student member	9713156825

#### **ROLES AND RESPONSIBILITIES:**

- Decide on the issues and themes that will form the basis of each edition of the magazine
- Provide the editorial support to the magazine
- Invite literary and other creative contributions
- Arrange for competition so that the best contribution could be selected for publication
- Provide students with some training in editorial work
- Ensure regular publication of the wall magazines

#### 4.14 NAAC STEERING COMMITTEE

Name of the staff	Designation	Post	Contact
Dr. A. K. Tiwari	Principal	Chairman	9300491034
Mrs. A. Pooja Narayan	HOD, Management	Co-ordinator	7489566608
Dr. Prafulla Vyas	HOD, Science	Member	9301323362
Mrs. Seema Pathak	HOD, Computer Science	Member	9009449718
Dr. Kamaljeet Kaur	HOD, Commerce	Member	7869617885
Dr. Saumya Tiwari	HOD, Education	Member	9630837168
Mrs. Rekha Singh	Asstt. Professor	Member	7869480826
Mr. Bhupati Sarpa	Asstt. Professor	Member	8817640882

#### **ROLES AND RESPONSIBILITIES:**

- Provide guidance to the faculty members in accreditation preparation.
- Oversee the development of a comprehensive Self-Study Report (SSR).
- Establish committees to focus on specific evaluation criteria.
- Ensure the implementation of quality assurance mechanisms.
- Conduct training and orientation programs for faculties
- Evaluate documentation to ensure alignment with accreditation standards.
- Verify compliance with established accreditation standards.

### 4.15 PURCHASE COMMITTEE

Name of the staff	Designation	Post	Contact
Mr. Bhupati Sarpa	Asst. Professor	Co-ordinator	8817640882
Dr. Prafulla Vyas	HOD, Science	Member	9301323362
Mrs. Seema Pathak	HOD, Computer Science	Member	9009449718
Dr. Saumya Tiwari	HOD, Education	Member	9630837168
Mrs. A. Pooja Narayan	HOD, Management	Member	7489566608
Mrs. Kamaljeet Kaur	Asstt. Professor	Member	7869617885
Mr. Vijay Chandra	Asstt. Librarian	Member	8319949763

#### **ROLES & RESPONSIBILITIES:**

- Review and approve purchase requisitions in accordance with the budget allocation and college priorities.
- Ensure that all purchases are within the approved budget.
- Monitor and report on the expenditure against the allocated budget.
- Evaluate supplier proposals and quotations to determine the best value for the college.
- Develop and maintain a list of approved vendors.
- Evaluate and select vendors based on criteria such as quality, reliability, pricing, and ethical practices.
- Maintain comprehensive records of all purchase transactions.
- Document the rationale behind vendor selection and purchase decisions.

## 4.16 SPORTS COMMITTEE

Name of the staff	Designation	Post	Contact
Mrs. Anjali Bhaskar	Asstt. Profesoor	Co-ordinator	7772015608
Mr. Sudhanshu S. Gantayat	Asst. Professor	Member	7008848856
Mr. Mahendra Soni	Asst. Professor	Member	8319333720
Mr. Vijay Chandra	Asstt. Librarian	Member	8319949763
Mr. Vimal Yadav	Asst. Professor	Member	7415288342
Mr. Yogendra Sao	Asst. Professor	Member	7024019965
Mrs. Archna Patel	Asst. Professor	Member	7000485920
Mrs. Hemlata Rathod	Asst. Professor	Member	9340124465
Mr. Pranjal Das Manikpuri	Student	Student member	8251004490
Mr. Pratik Verma	Student	Student member	8839584846
Mr. Tushar Khubchandani	Student	Student member	9399799100
Ms. Krishana Kumari Parida	Student	Student member	7389029817
Md. Mohsin Ansari	Student	Student member	9827193130

**ROLES & RESPONSIBILITIES:**

- Prepare sports calendar and an action plan to implement the same, suggest methods which encourage students and faculty to utilize sports and games facilities available in the college
- Take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment
- Selection of teams to represent the college in various tournaments.
- Encouraging students by awarding prizes.

### 4.17 WASTE MANAGEMENT COMMITTEE

Name of the staff	Designation	Post	Contact
Dr. A. K. Tiwari	Principal	Chairperson	9300491034
Dr. Kamaljeet Kaur	HOD, Commerce	Members	7869617885
Dr. Prafulla Vyas	HOD, Science	Members	9301323362
Dr. Saumya Tiwari	HOD, Education	Co-ordinator	9630837168
Dr. Vandana Sharma	Asstt. Professor	Members	9424200514
Dr. Yogita Jiwane	Asstt. Professor	Member	9754129323
Mr. Suresh Chaturvedi	Non-Teaching staff	Members	9926178931
Mrs. A. Pooja Narayan	HOD, Management	Member	7489566608
Mrs. Poonam Shukla	Asstt. Professor	Member	7987163288
Mrs. Seema Pathak	HOD, Computer Science	Members	9009449718

#### **ROLES & RESPONSIBILITIES:**

- The team should carry out the action plan and ensure the waste management strategy is organized and implemented optimally.

### 4.18 CAREER GUIDANCE & PLACEMENT CELL

Name of the staff	Designation	Post	Contact
Mr. Md. Shoaib Pasha	Asst. Professor	Co-ordinator	7415156847
Dr. Shiv Kumar Sahoo	Asst. Professor	Member	9302408499
Mr. Lokesh Suryawanshi	Asst. Professor	Member	9575956188
Mrs. Sarita Sharma	Asst. Professor	Member	9827922760
Ms. Shivangi Dubey	Asst. Professor	Member	9131654240

#### **ROLES & RESPONSIBILITIES:**

- To interact with students, staff, faculty and with one another.
- Creation of Students Data base.
- Organizing Career Counselling Sessions for Students
- Connecting with Alumni for placements and internships.
- Contacting with the Company's for Campus Drive in College.
- Interacting with Alumni in collecting information on requirements of the industry.
- To communicate the activities of the Institution and the Career Guidance and placement Cell.
- Company Assistance for the Career Counselling and placement activities.

### 4.19 ENTREPRENEURSHIP & INCUBATION CELL (RISE)

Name of the staff	Designation	Post	Contact
Dr. A. K. Tiwari	Principal	Chairman	9300491034
Mr. Sidhant Balaiya	Asstt. Professor	Co-ordinator	8770907178
Dr. Kamaljeet Kaur	HOD, Commerce	Members	7869617885
Dr. Prafulla Vyas	HOD, Science	Members	9301323362
Dr. Saumya Tiwari	HOD, Education	Members	9630837168
Dr. Vandana Sharma	Asstt. Professor	Members	9454200514
Dr. Yogita Jiwane	Asstt. Professor	Members	9754129323
Mrs. A. Pooja Narayan	HOD, Management	Members	7489566608
Mrs. Seema Pathak	HOD, Computer Science	Members	9009449718

#### ROLES & RESPONSIBILITIES:

- **Select Startups:** Evaluate and select promising startup ventures for incubation.
- **Provide Resources:** Allocate resources, including funding, infrastructure, and mentorship, to support startups.
- **Mentorship:** Offer guidance and mentorship to help startups develop and grow.
- **Networking:** Facilitate connections with industry experts, investors, and potential partners.
- **Curriculum Integration:** Integrate entrepreneurship-related content into the college's curriculum.
- **Monitoring and Evaluation:** Continuously monitor the progress of incubated startups and assess their performance.
- **Promotion:** Promote the incubation center and its activities to attract startups and partners.
- **Compliance:** Ensure that the incubation center operates in compliance with legal and regulatory requirements



## 4.20 IQAC

S. No	Classification/ Category	Name
1.	Chairperson	Dr. A. K. Tiwari Principal, Disha College, Raipur
	Coordinator	Mrs. A. Pooja Narayan Asst. Prof. Disha College, Raipur
2.	Management Representative	Mrs. Komal Jain Member, DES
3.	Nominees/ Industrialist	1. Mr. Jasvinder Singh, Business man 2. Dr. Utkarsh Dubey Psychiatrist, Vidya Hospital
4.	Nominees/ Local Society	1. Mrs. Pushplata Triathi Harshambhav Foundation (NGO) 2. Mr. Rajesh Ganodwale Art Critic & Freelance, Journalist (Media reporter)
5.	External members	1. Prof. K.L. Verma, VC, Navi Mumbai Chhatrapati Shivaji University, Ex.Vice Chancellor, Pt . RSU 2. Prof. S.K. Singh Ex-Vice Chancellor, Baster University 3. Dr. Shailendra Patel, Registrar, Pt. RSU 4. Prof. Kallol Ghosh HOD, SoS Chemistry Pt. R.S. U., Raipur
6.	Internal IQAC Members	1. Dr. Prafulla Vyas HOD Science Dept., Disha College, Raipur 2. Mrs. Seema Pathak HOD Comp. Sc. Dept., Disha College, Raipur 3. Dr. Saumya Tiwari, HOD Education. Dept., Disha College, Raipur 4. Dr. Kamaljeet Kaur HOD Comm. Dept., Disha College, Raipur 5. Dr. Vandana Sharma, Asst. Prof., Comm. Dept., Disha College, Raipur 6. Mrs. Rekha Singh, Asst. Prof., Comp.Sc. Dept., Disha College,

S. No	Classification/ Category	Name
		Raipur 7. Mr. A.K. Gupta Asst. Prof., Comm. Dept., Disha College, Raipur 8. Mrs. Barkha Raghuwanshi Asst. Prof., Comp. Sc. Dept., Disha College, Raipur
7.	Alumni	1. Mr. Shashank Sood, President, DASA 9826122116 2. Mr. Vivek Tiwari, Vice-President, DASA, 9300909426 3. Mr. Anupam Guha, Secretary, DASA 7400615222
8.	Student	Mr. Rudransh Patel, M.Sc.(C.S.), 7000485920
9.	Stakeholder	Mr. Amit Tripathi 8109111421

**ROLES & RESPONSIBILITIES:**

- Develop and apply quality benchmarks.
- Promote a culture of quality consciousness and continuous improvement.
- Facilitate the creation of a learner-centric environment. Identify and document best practices in teaching, research, and governance.
- Conduct periodic academic and administrative audits.
- Monitor and evaluate academic programs regularly.
- Establish feedback mechanisms
- Institutionalize good governance practices.
- Integrate technology for quality enhancement.
- Ensure quality assurance in infrastructure and learning resources.
- Engage in social and community initiatives.
- Communicate quality-related information to stakeholders.

### 4.21 MEDIA & SOCIAL SITE UPDATION CELL

Name of the staff	Designation	Post	Contact
Mrs. Rekha Awasthi	Asst. Professor	Co-ordinator	9424201733
Mrs. Sarita Jaswani Gehi	Asst. Professor	Member	9630805679
Mrs. Sarita Sharma	Asst. Professor	Member	9827922760
Mr. Bhupati Sarpa	Asst. Professor	Member	8817640882
Mr. Yogendra sao	Asst. Professor	Member	9575956188
Student Representatives (from each Department)	Students	Member	

#### ROLES & RESPONSIBILITIES

- Generate engaging and relevant content for various media channels and social media platforms.
- Manage and update official social media profiles of the college, ensuring regular and meaningful posts.
- Disseminate important information, announcements, and updates to the college community through media and social platforms.
- Promote college events, workshops, seminars, and other activities through social media channels to increase awareness and participation.
- Work on building and maintaining a positive brand image for the college through effective communication and media representation.
- Update and maintain the college website with current and relevant information, including news, events, and achievements.

## 4.22 NSS COMMITTEE

Name of the staff	Designation	Post	Contact
Dr. A. K. Tiwari	Principal	Chairman	9300491034
Dr. Kamaljeet Kaur	HOD, Commerce	Co-ordinator	7869617885
Dr. Prafulla Vyas	HOD, Science	Member	9301323362
Dr. Vandana Sharma	Asstt. Professor	Member	9454200514
Mrs. A. Pooja Narayan	HOD, Management	Member	7489566608
Mr. Vijay Chandra	Liabrarian	Member	8319949763
Student Representatives	Students	Member	

### **ROLES & RESPONSIBILITIES:**

- Prepare an annual calendar of NSS activities
- To enable the students to understand the community in which they work.
- To develop among themselves a sense of social and civic responsibility.
- Gain skills in mobilizing community participation.
- To practice national integration.

### 4.23 RESEARCH & DEVELOPMENT CELL

Name of the staff	Designation	Post	Contact
Dr. A. K. Tiwari	Principal	Chairperson	9300491034
Dr. Yogita Jiwane	Asstt. Professor	Co-ordinator	9754129323
Dr. Prafulla Vyas	HOD, Science	Members	9301323362
Dr. Kamaljeet Kaur	HOD, Commerce	Member	7869617885
Dr. Saumya Tiwari	HOD, Education	Member	9630837168
Mrs. A. Pooja Narayan	HOD, Management	Member	7489566608
Mrs. Seema Pathak	HOD, Computer Science	Members	9009449718
Dr. Shiv Kumar Sahoo	Asstt. Professor	Member	9302408499
Dr. Vandana Sharma	Asstt. Professor	Members	9424200514
Mr. Sidhant Balaiya	Asstt. Professor	Member	8770907178

#### **ROLES & RESPONSIBILITIES:**

- To motivate staff to write research papers and participation in seminar/FDP/Conference
- Identify emerging areas of research.

#### 4.24 RESERVED CATEGORY CELL

Name of the staff	Designation	Post	Contact
Dr. Yogita Jiwane	Asstt. Profesoor	Co-ordinator	9754129323
Mr. Mahendra Soni	Asst. Professor	Member	8319333720
Mr. Md. Shoaib Pasha	Asstt. Professor	Member	7415156847
Ms. Elishiba Thomas	Asstt. Professor	Member	9039672003

#### *ROLES & RESPONSIBILITIES*

- To ensure provisions for an environment where all such students feel safe and secure.
- To help the students in Scholarship documentation process

## 4.25 WOMEN DEVELOPMENT CELL

Name of the staff	Designation	Post	Contact
Dr. A. K. Tiwari	Principal	Chairperson	9300491034
Dr. Saumya Tiwari	HOD, Education	Co-ordinator	9630837168
Dr. Prafulla Vyas	HOD, Science	Members	9301323362
Dr. Vandana Sharma	Asstt. Professor	Members	9424200514
Mrs. Seema Pathak	HOD, Computer Science	Member	9009449718
Dr. Kamaljeet Kaur	HOD, Commerce	Members	7869617885
Dr. Yogita Jiwane	Asstt. Professor	Member	9754129323
Mrs. A. Pooja Narayan	HOD, Management	Member	7489566608
Mrs. Poonam Shukla	Asstt. Professor	Member	7987163288

### **ROLES & RESPONSIBILITIES:**

- To develop them physically and mentally on par with changing trends in society through their hidden talents.
- Conduct programs and workshops to promote awareness and sensitivity towards gender-related issues among students and staff.
- Organize awareness campaigns on topics such as women's rights, health, safety, and empowerment within the college community.
- Facilitate networking opportunities for female students and staff, connecting them with successful professionals and alumnae.

## 4.26 ECO CLUB

### Members (Teaching)

S. No.	Name of Club Members	Designation	Status
1.	Dr. A. K. Tiwari	Principal	Chairperson
2.	Dr. Saumya Tiwari	HOD, Education	Coordinator
3.	Mr. P. Shiv Kumar	Assistant Professor	Member
4.	Dr Vanadana Sharma	Assistant Professor	Member
5.	Mrs Rekha Awasthi	Assistant Professor	Member

### Members (Students)

S.No.	Student Name of Club Members	Stream	Status
1.	Aachal Panwar	BCOM I	Member
2.	Aniket Jain	BCOM II	Member
3.	Harsh Agrawal	BBA I	Member
4.	Nutan Painkara	B.Ed III	Member
5.	Jyoti Sahu	MSC I	Member
6.	Akash Sharma	PGDCA	Member
7.	Kiran Patel	BSc III	Member

### ROLES & RESPONSIBILITIES

- The Eco Club shall be responsible for Maintaining cleanliness in and around the campus.
- To plan and schedule Environmental Activities for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- Eco Club Educate members and other people for Tree plantation.
- Organize different awareness rally which create sensitization towards environmental conservation and motivate students and peoples to save mother earth.
- Eco club inspires and spreading knowledge about environmental issues



### 4.27 ELECTORAL EDUCATION CLUB

S.No.	Name	Designation	Post
1.	Dr. A. K. Tiwari	Principal	Chairperson
2.	Dr. Kamaljeet Kaur	Asstt. Professor	Coordinator
3.	Dr. Prafulla Vyas	Asstt. Professor	Member
4.	Dr. Vandana Sharma	Asstt. Professor	Member
5.	Mr. A. K. Gupta	Asstt. Professor	Member
6.	Dr. Saumya Tiwari	Asstt. Professor	Member
7.	Mrs. A. Pooja Narayan	Asstt. Professor	Member
8.	Dr. Yogita Jiwane	Asstt. Professor	Member
9.	Khushi Jha	Student	Member
10.	Sandeep Chhabra	Student	Member

#### **ROLES & RESPONSIBILITY:**

- To provide a platform to engage the students through interesting activities and hands-on experience to sensitize them on their electoral rights and familiarize them with the electoral process of registration and voting.
- Nukkad Nataks in the nearby areas and organizing rallies to update the inhabitants especially the under privileged section of the society, disabled persons and senior citizens etc. for participating in voting in more and more numbers.

## 4.28 DISCUSSION FORUM

S.No.	Name	Designation	Post
1.	Mrs. Vidya Nair	Asstt. Professor	Coordinator
2.	Hema Diwan BBA III	Student	Student Coordinator
3.	Nitya Jain BBA III	Student	Student Coordinator
4.	Ishika Agrawal B.Com III	Student	Student Coordinator
5.	Anjali B.Com III	Student	Student Coordinator
6.	Khushboo Sahu BCA I	Student	Student Coordinator
7.	Nishit Gupta BCA II	Student	Student Coordinator
8.	Devashis Mishra B.Sc II	Student	Student Coordinator

**ROLES & RESPONSIBILITIES:**

- Host debates and discussions on current affairs, academic topics, or issues relevant to the college community.
- Facilitate the exchange of information, knowledge, and expertise among students and faculty members.
- Implement moderation to ensure respectful and constructive communication within the forum.