



**Dev Sangha Institute of Professional Studies
& Educational Research (DIPSER), Deoghar**

Ref.No.: DIPSER/IQAC/2020-21/00

Date: 15th Dec.2020

Minutes of the IQAC Meeting [15th December, 2020]

A Meeting of IQAC was held on 15th December, 2020. The Meeting was attended by the following members/invitees.

1. Dr. N. K. Sharma, Chairperson
2. Shri Asim Kumar Chatterjee, EC Member and Secretary, DSSP & DIPSER
3. Dr. P. N. Banerjee, EC Member and Treasurer, DSSP
4. Dr. Sunder Charan Mishra, Member
5. Shri Pawan Kanoi, Member
6. Prof.(Dr.) Taposh Ghoshal, Mentor, DIPSER (Special Invitee)
7. Smt. Trishna Kumari, Alumni Representative
8. Dr. Babita Kumari, Member
9. Dr. Kalpana Kumari, Member
10. Shri Kumud Ranjan Jha, Member
11. Smt. Jolly Sinha, Member
12. Shri Bikash Chatterjee, Member
13. Shri Manoranjan Kumar, Coordinator, IQAC
14. Ms. Shubhra Ratnam, Students' Representative, DIPSER

The following members could not attend in the meeting:

1. Dr. Preeti Prasad, (University Representative) Member, IQAC
2. Prof. P. P. Sengupta, EC Member and Member, IQAC

The meeting started with the formal welcome by Sri Manoranjan Kumar, Coordinator, IQAC. The meeting was chaired by Dr. N. K. Sharma, Principal, DIPSER and was conducted through online mode.

The resolutions adopted in the meeting are as follow:

1) Review of the Minutes of Last Meeting held on 15th May, 2020.

a. Review of the progress of AQAR 2019-20:

It was informed that the AQAR 2019-20 has been submitted and uploaded successfully on 16th October 2020 in the NAAC portal.

b. Review of the progress of SAR (SSR):

The Draft SAR has been prepared by the IQAC and sent to Principal, Teacher Members and Mentor, DIPSER, on 9th December, 2020 for review.

c. Proposal for 'Value Added' Courses:

It was informed that the three 'Value Added' Course Modules on 'Soft Skills', 'Computer Application in Education' and 'Spoken English' have been prepared and after validated by experts. These courses, after due recommendation by Academic Committee and endorsement by Secretary, DSSP & DIPSER, have been sent to the SKM University on 9th November, 2020 for necessary approval.

Dr. S. C. Mishra advised the committee to send reminders and ensure continuous follow-up for speedy approval of Value Added Courses by SKM University.

d. Effective Implementation of Online Classes:

It was informed that DIPSER has started online classes w.e.f. from 11th April 2020. The effectiveness of online classes has been studied. The evaluation exercise involving students undergoing these classes indicates that online classes have been highly effective. Suggestions given by students in this survey have been incorporated and intimated to the students.

e. Quality Initiatives Taken:

The following quality initiatives were identified to enhance the quality of academic and related services.

- i. Increased thrust on ICT based Teaching
- ii. Training on Computer Skills of Faculty Members to enhance ICT based teaching
- iii. IT enabled communication stem introduced
- iv. Online Grievances System started
- v. Online Alumni Registration System started

f. Uploading Minutes of IQAC Meeting and its Compliance on Website:

It was informed that the minutes of the meeting and compliance of the decision have been uploaded on the website.



2) Update on the Progress w.r.t. the Thrust Areas:

a. Update about Fee Collection :

The updated status of fee collection was shared by Principal, DIPSER with the attendees.

b. Fulfillment of requirements by NCTE, SKMU, JAC, Govt. of Jharkhand:

Principal Dr. N.K. Sharma informed that norms prescribed by NCTE, SKMU, JAC, Govt. of Jharkhand are being followed.

c. Activating Laboratories:

It was informed that action has been initiated to activate all the laboratories and make them ready for use by students. Secretary, DSSP & DIPSER advised Dr. Babita Kumari to list the requirements of all the laboratories and forward it to the Secretary for needful action.

d. Preparation for NAAC:

It was informed that the draft SAR has been prepared by the IQAC core team. Principal and IQAC Members were requested to provide a tentative date by which DIPSER would be ready for NAAC Inspection.

It was informed that no action was taken on the recommendations of NAAC Peer Team in 2013. Principal, DIPSER and the IQAC Core Team was requested to address all the issues on urgent basis and report to Secretary, DSSP.

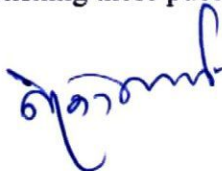
e. Faculty Research & Publication:

It was informed that 99 Papers and 5 books were published by faculty members. Also, eighteen—books were published by Principal Dr. N. K. Sharma. Prof. Ghoshal expressed concern over the dismal quality of most papers. Dr. N. K. Sharma Principal, DIPSER suggested that a workshop on writing research papers may be organized to improve the quality of research papers written by the faculties of DIPSER.

It was emphasized that faculty members should published their research articles on the CARE listed Journals of UGC.

f. In-house Publication :

It was observed that the In-house publications – *Dev Varta*, *Devaloke* and *Dev Vanee* are in a sorry state. While the quality of articles is generally not up to the mark, there is unprecedented delay in publishing these publications. Attendees felt that –



- i. Serious efforts were needed to get quality articles and ensure publication of DEVALOKE at an early date.
- ii. It was informed that DEV VARTA, the magazine of DIPSER Alumni which was first published in 2013, is going to publish the next issue in January 2021.
- iii. The 2017-19 issue of DEV VANEE, the College Annual Magazine is in press. The preparation for the next issue is also in progress.

g. Annual Compendium of Selected Dissertations:

The publication of Annual compendium of selected Dissertation is long overdue. Dr. N. K. Sharma, Principal DIPSER assured that the Compendium would be completed within two months. Prof. Ghoshal, Mentor, DIPSER, pointed out only quality dissertations should be selected for the compendium.

h. Stream Lining and Record Keeping:

It was informed that the documentation is being done properly. Prof. Ghoshal advised to keep records in both the form – hard copy & soft copy, and preserve the backup files of soft copies to prevent any kind of data loss due to any natural/ other causes. This includes preservation of all records uploaded on the DIPSER Website.

i. Grievance Handling System:

It was informed that grievances received up to 14.12.2020 have been addressed up to 20.09.2020. A Google Form has been created to collect grievances. Prof. Ghoshal advised to prepare a write-up, structure, mode, plan of action etc. for grievance Handling System. He also stressed the need for resolving grievances within 7 days and an Action Taken Report be submitted to management on a monthly basis.

j. Students'/ Parents' Feedback:

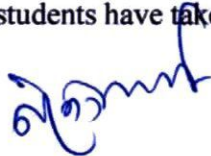
It was informed that the students' feedback was taken online on 29.07.2020 and analyzed. The Report w.r.t. the same is to be submitted to the Principal, DIPSER and actions taken as per requirement.

k. NAAC SSR Preparation:

The draft SSR for NAAC has been prepared. The same is under review. The IQAC was requested to complete the task on urgent basis.

l. Admission to Different Courses:

Admission to D. El. Ed. has been completed and all 50 seats have been filled-up. It was informed that 18 students have taken admission in the M.Ed. Course so far. The



process of admission in B.Ed. is yet to start awaiting advisory of Govt. of Jharkhand. Principal, DIPSER was requested to expedite the admissions on top priority basis.

m. Computer Proficiency Training:

It was informed that the computer proficiency training shall be organized shortly.

n. Teaching Load of Teachers:

Time-Table has been prepared for B.Ed., M.Ed. & D. El. Ed. for the coming academic session. The faculty-wise analysis of Teaching Load of Teachers is yet to be prepared.

Other Recommendations:

Dr. S. C. Mishra -

- There is gross lack of co-ordination among staffs, and management should look into the issue to improve the condition.
- Individual distribution of Task with Target Date to be done to accelerate the process.

Prof (Dr.) Taposh Ghoshal—

- Proper maintenance of documentation has not been done. To gear up quality system we need to form task force, checklist, etc. and only then it can be accelerated.
- Academic Calendar is needed to be followed in all circumstances.
- Academic Committee meeting has not been conducted after often 12th September, 2020. The committee must meet once in a month.
- It was advised to mitigate the communication gap among staffs of DIPSER.

The Meeting ended with the vote of thanks by Chair.



Principal

Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Jhoga (Jh.)