



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

Minutes of IQAC meeting [7th April, 2021]

A meeting of IQAC was held on 7th April, 2021. The Meeting was attended by the following members.

1. Dr. N K. Sharma, Chairperson
2. Shri Asim Kumar Chatterjee, EC Member and Secretary, DSSP & DIPSER
3. Dr. Babita Kumari, Member
4. Dr. Kalpana Kumari, Member
5. Shri Kumud Ranjan Jha, Member
6. Shri Manoranjan Kumar, Coordinator, IQAC
7. Shri Bikash Chatterjee, member
8. Smt. Trishna Kumari, Alumni Representative.
9. Ms. Shubhra Ratnam, Students' Representative.

The following members did not participate in the meeting:

1. Dr. P. N. Banerjee, Treasurer, DSSP
2. Prof. P. P. Sengupta, Member.
3. Dr. Sunder Charan Mishra, Member.
4. Sri Pawan Kanoi, Member.
5. Smt. Jolly Sinha, Member.
6. Dr. Preeti Prasad, University Representative.

The meeting started with the formal address of welcome to all the members, by Dr. N. K. Sharma, Chairperson, IQAC. The meeting was conducted on offline mode.

The resolutions adopted in the meeting are as follow:

1. Review of the Minutes of the last Meeting held on 15th December, 2020.

a. Update on the Progress w.r.t. the Thrust Areas:

- i. Update about fee collection: It was informed that fees due in INR on 7th April, 2021 are as per following description:

Sr.No.	Class	Dues Amount
1	B.Ed. (2019)	Rs. 130000/-
2	D. El. Ed. (2019)	Rs. 80500/-

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3	M.Ed. (2019)	Rs. 285760/-
4	B.Ed. (2020)	Rs. 118200/-
5	D. El. Ed. (2020)	Rs. 125000/-
6	M.Ed. (2020)	Rs. 21550/-

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

It was informed that the compliances of the mentioned bodies are fulfilled as and when needed.

a. **Activating Laboratories:**

Only the computer laboratory has been activated and the other laboratories are yet to be activated. But all the laboratory in-charges are sitting in their respective laboratories. It was assure that proper functioning of respective laboratory will be done soon.

It was also informed that the list of items required for different laboratories has been handed over to the Secretary, DSSP & DIPSER by Dr. Babita Kumari.

b. **Preparation for NAAC:**

It was informed that the preparation for NAAC has been accelerated. It was informed that the recommendations of NAAC Peer Team in 2013 will be taken care of by Principal Dr. N.K. Sharma.

c. **Faculty Research & Publication:**

It was informed **Faculty Research** can only be promoted if our college will be listed in UGC under section 12B of UGC act 1956. Only then the research work will be counted in NAAC evaluation. The process in this regard has already been initiated and a letter has been sent to SKMU for needful action.

Principal Dr. N. K. Sharma and Dr. Babita Kumari were requested by the Secretary, DSSP & DIPSER, to go to university and accelerate the process of approval to enlisting the college under section 12B of UGC Act 1956.

As far as publication is concerned faculty members have so far published 99 Papers of 20 faculty members were published. 5 Books were published by 4 faculties. 18 Books were published by Principal Dr. N. K. Sharma. But only a few articles have been published in UGC listed journals.

No action has been taken so far, on organizing workshops on research report writing to improve the quality of the research paper by the faculties of DIPSER, as emphasized by Prof. (Dr.) Taposh Ghoshal and Principal Dr. N. K. Sharma in the IQAC Meeting held on 15th December, 2021.

d. **In-house Publication :**

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It was informed that **DEV VARTA**, the magazine of DIPSER Alumni which was first published in 2013 and the Alumni Association has publish the next issue as E-magazine and has been released during GB Meeting on in 28th February, 2021.

The next issue of **DEVALOKE**, the research oriented yearly Journal with ISSN 2250-2254, is going to be published soon. The date of publication will be declared later.

The College Annual Magazine **DEV VANEE** (2017-19 issue) has been published and distributed among students. The preparation for the next issue is going on.

e. Annual Compendium of selected Dissertation:

It was informed that the preparation of Annual Compendium of selected Dissertations is going on.

f. Stream Lining and Record Keeping:

It was informed that the process of documentation has been improved since last meeting. To preserve the documents in soft copies we need external Hard Drive. Shri Nirupam Mallick was instructed to procure Hard Drive by the Secretary.

g. Grievance Handling System:

It was informed that grievances handling system has been improved and updated. All the grievances are collected and addressed properly by Dr. Namiata Kumari, Coordinator, Grievance Cell, under the guidance of IQAC.

h. Students' /Parents' Feedback:

It was informed that the students' feedback (SSS) was taken online on January, 2021, analyzed and uploaded on the website.

i. NAAC SSR Preparation:

It was informed that the NAAC SSR draft has been prepared. The necessary documentation process is going on and to be completed by 30th April, 2021.

j. Admission to Different Courses:

It was informed that admission to D. El. Ed. has been completed by filling up 50 Seats. In M.Ed. Programme 43 students took admission so far. The process of admission in B.Ed. is going on. So far 179 students have taken admission.

k. Computer Proficiency Training:

It was informed that the computer proficiency training has been organized between 01/03/2021 and 13/03/2021, and successfully completed.

l. Teaching Load of Teachers:



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

The Minutes of the last meeting were reviewed (mentioned above) and confirmed.

2. Need to work/ performance against suggestions given by the last Peer Team of NAAC.

It was decided that Principal Dr. N.K. Sharma will work on the recommendation of last NAAC Peer Team Visit.

3. Requirement of Teaching and Non-teaching staff

It was informed that Dr. Babita Kumari will prepare the advertisement for recruitment of Teaching staff.

4. Maintenance of the Campus and the Equipments

It was decided that the list of necessary equipments for upgrading all the laboratories, office, examination department, principal office, staffroom etc. to be prepared and submitted to Dr. Babita Kumari. It was also decided to convert ET Lab into ICT Lab.

5. Provide Service Book and Service Rules for employees

It was assured by the Secretary, DSSP & DIPSER, that the Service Book and Service Rules for the employees will be prepared within 15 days.

6. The status of AISHE 2019-20

It was informed that the data for 2019-20 has already been uploaded to AISHE portal and same for the year 2020-21 will only be done when the AISHE portal for the same will be opened.

7. Status of SAR

It was informed that the write up is ready and organizing data and evidences are going on, and expected to be completed by 30th April, 2021.

8. Readiness of laboratories

It was decided to maintain stock register, equipment issue register, attendance register for teachers and students. The concerned in-charges are required to act accordingly.

9. Completion of Compendium of selected Dissertation

The point has already been discussed in the review section under 'Annual compendium of selected Dissertations'.

10. Publication of Research Journal

The point has already been discussed in the review section under 'In-house Publications'.

11. Grievance Handling System

The point has already been discussed in the review section under the same heading.

12. Academic Calendar, the utility of University Academic Calendar



It was decided that the university calendar will be followed only for academic activities and not for vacations.

13. Visit of Pro Vice Chancellor, SKMU, Dumka, for an Extension Lecture on “Awareness Towards Cancer”

The discussion on this point is pending.

14. Following points were discussed with the permission of the Chair

i) Students’ Identity Card & Teachers’ Identity Card

It was decided to provide fresh Identity Card to all the students, teachers and other staff.

ii) Inclusion of a member in place of Mrs. Sindhulata Pandey in Exam Department

It was decided that Shri Ranjan Rajak to be included as a member in Exam Department, in place of Mrs. Sindhulata Pandey.

iii) Reduce the number of sheets in Answer booklet to avoid wastage

The I-Card has not yet been given to M.Ed., B.Ed. & D.El.Ed students (2018-2020).

It was decided that the number of sheets will be 8 in main Answer Booklet instead of 16. The examinees will be provided additional sheets if required.

As there was no other issue to discuss the meeting ended with the vote of thanks to the Chair.