



**Dev Sangha Institute of Professional Studies & Educational Research (DIPSER)
College of Education (For Women), Deoghar**

Minutes of IQAC Meeting [15th June, 2021]

A Meeting of IQAC was held on 15th June, 2021. The Meeting was attended by the following members.

1. Shri Asim Kumar Chatterjee, EC Member and Secretary, DSSP & DIPSER; Member
2. Dr. N K. Sharma, Principal; Chairperson, IQAC
3. Shri P. N. Banerjee, EC Member & Treasurer, DSSP; Member
4. Prof (Dr) Taposh Ghoshal, Mentor, DIPSER (Special Invitee)
5. Sri Pawan Kanoi, Industrialist; Member.
6. Dr. Babita Kumari, Associate Prof. ; Member
7. Dr. Kalpana Kumari, Assistant Prof. ; Member
8. Smt. Jolly Sinha, Assistant Prof. ; Member
9. Shri Bikash Chatterjee, S.P.R.O.; Member
10. Shri Kumud Ranjan Jha, Assistant Prof. ; Joint- Coordinator
11. Shri Manoranjan Kumar, Assistant Prof. ; Coordinator, IQAC

The following members did not participate in the meeting:

1. Prof. P. P. Sengupta, EC Member. Member.
2. Dr. Sunder Charan Mishra, Member.
3. Dr. Preeti Prasad, University Representative.
4. Smt. Trishna Kumari, Alumni Representative.
5. Ms. Shubhra Ratnam, Students' Representative.

The meeting, conducted on online mode, was chaired by Shri Asim Kumar Chatterjee, Secretary, DSSP & DIPSER. The resolutions adopted in the meeting are as follow:

1. Review of the Minutes of the last Meeting held on 7th April, 2021:

a. Recommendation given in the last Peer Team Report of NAAC

The reply has been prepared by Smt. Jolly Sinha and submitted to IQAC but the supporting documents are yet to be submitted. Smt. Jolly Sinha was requested to provide all necessary information and back-up documents to IQAC Coordinator, Mr Manoranjan.

Action: Smt. Jolly Sinha/ Mr Manoranjan

b. Requirement of Teaching and Non-teaching Staff

It was informed that the process for recruitment of Teaching Staff is in progress. The advertisement has been prepared and soon will be announced.

Manoranjan

c. Maintenance of the Campus and the Equipments

It was informed that the plan submitted for Maintenance of the Campus and the Equipments is far from satisfactory and needs revision. Principal and respective coordinators/ lab incharges were advised to review the same and resubmit the list by 30th June 2021 after preparing it prudently.

Action: Principal and Respective Coordinators/ Lab Incharges

d. Provide Service Book and Service Rules for Employees

It was informed that preparation of Service Book and Service Rules for employees is in progress and shall be completed soon.

e. The Status of AISHE 2019-20

It was informed that the data for 2019-20 has already been uploaded to AISHE portal. The same for the year 2020-21 will only be done after notification for the same is announced in the AISHE portal.

Action: Principal/ Internal Quality Assurance Cell

f. Status of SAR

It was informed that most of the work w.r.t. preparation of SAR is completed. The work allotted to Smt. Jolly Sinha to submit the documentary evidences is still pending. Smt. Sinha has been advised to complete her part of the task urgently and submit it by 22.6.2021 along with the help of Shri Manoranjan Kumar.

Action: Smt. Jolly Sinha/ Mr Manoranjan

g. Readiness of Laboratories

The Secretary, DSSP & DIPSER, instructed Principal, DIPSER and concerned lab in-charges to retrieve past records pertaining to their labs (stock register, equipment issue register, attendance register etc.) and maintain it on regular basis.

Action: Principal/ Lab Incharges

h. Completion of Compendium of Select Dissertation

It was informed that the work of preparing the 'Annual Compendium of selected Dissertations' is in progress. Principal, DIPSER informed that manuscript of the same would be ready by 22.6.2021.

Action: Principal

i. Publication of Research Journal

The manuscript for the publication of Research Journal "DEVALOKE" (Vol - X, Year - 2018) has been sent to the press for printing.

j. Grievance Handling System

Grievance handling system has been reactivated. Grievances are being collected on a weekly basis (on every Saturday) and the same is reviewed and redressal process, if any, is initiated immediately thereafter. The records of the same including the Action Taken Reports are also being maintained carefully.

Action: Dr. Namita Kumari/ Shri Bikash Kumar

k. Academic Calendar, Utility of University Academic Calendar

It was informed that the decision of the last meeting has been implemented in this regard.

l. Visit of Pro Vice Chancellor, SKMU, Dumka, for an Extension Lecture on "Awareness Towards Cancer"

The proposal has been cancelled because of COVID 19 pandemic lockdown. It was also conveyed that Pro Vice Chancellor, SKMU, Dumka has since retired. Hon'ble Secretary, DSSP and DIPSER advised that topics of academic interest particularly from the domain area should be selected for extension lectures.

Action: All Concerned

m. Students' Identity Card & Teachers' Identity Card

It was informed by the Secretary that "Identity Card" should not be the matter of discussion on an important platform as IQAC. The issue should be resolved by Dr. Babita Kumari separately.

Action: Dr. Babita Kumari

n. Inclusion of a Member in place of Mrs. Sindhu Lata Pandey in Exam Department.

Secretary, DSSP & DIPSER expressed displeasure on the issue of replacement of Smt. Sindhu Lata Pandey in the Examination Committee. As the coordinator of the said committee, Dr. Babita Kumari's silence was not appreciated. It was her responsibility to process the inclusion of Shri Ranjan Rajak in place of Smt. Sindhu Lata Pandey and take my due approval when it was already decided in a previous meeting. Dr Babita was advised to do the needful without any further delay.

Action: Dr. Babita Kumari

o. Reducing the Number of Sheets in Answer booklet

It was informed that that instruction to reduce the number of sheets to 8 in the main Answer Booklet instead of 16 has already been given to the supplier.

Minutes of the last Meeting were confirmed with advice to all concerned to complete the pending tasks as decided.

2. Internal Functioning of IQAC:

The members of the internal IQAC Cell were informed that there was lack of coordination and teamwork with the result that assigned tasks are not getting completed on time. Members of the internal IQAC Cell were advised to work in close coordination with the Coordinator, IQAC. All faculty members were also directed to work in close harmony with the internal IQAC Cell, particularly IQAC Coordinator.

Action: Principal/ Internal IQAC Members

3. Online Submission of AQAR 2020-2021:

Principal Dr. N.K. Sharma assured that AQAR 2020-2021 will be prepared under the Guidance of the Mentor Prof (Dr.) T Ghoshal and will be submitted in the first week of August, as the last date of submission of AQAR 2020-21 is 31st December, 2021.

Action: Principal



4. Status of SAR Document Preparation.

It was informed that out of 127 matrices 104 have been completed, 21 matrices not being done and documents for 2 matrices are not available. These have been prepared as per available records in the Institute. All faculty members and non-teaching staff of DIPSER were instructed to provide fullest support and help in preparation of SAR.

Action: Principal/ Internal IQAC Members/All Faculty members

5. Functioning of Committee

i. Frequency of Meeting:

The frequency of meetings of different committees between April - 2020 to March - 2021 of different committees as mentioned below, was placed before the members.

IQAC	04	Cultural Committee	13
Academic Committee	04	IT Committee	02
Library Committee	06	Alumni Association	05
Placement Cell	03	Grievance Cell	11
Research & Publication	02		

Respective coordinators were advised to hold the meeting of their committees at least once every month.

Action: Coordinators of All Committees

ii. Quality of Resolutions of Meetings:

It was informed that the qualities of the Minutes of the Meetings of different committee are far from satisfactory. Principal was advised to help the coordinators of respective committees in writing minutes/resolutions of the meetings.

Action: Coordinators of All Committees

iii. Action Taken Reports:

It was informed that Action Taken Reports of all committees were not being prepared. Principal is advised to look into the matter and assure the preparation of ATR of every committee properly.

Action: Coordinators of All Committees

Secretary, DSSP & DIPSER stated that preparing agenda of a meeting, holding the meetings, recording of minutes of meeting as per agenda and finally writing and recording the minutes of the meetings in a proper way need only a basic knowledge. He further said that Principal of the institute should have the idea to share with the members. He added that Action Taken Report (ATR) again is the job of respective coordinators and they must prepare it accordingly.

6. Professional Development Programme of Faculty

i. Preparing a Yearly Faculty Development Plan

Enhancing faculty competence is a crucial element in SSR as well as for improving the overall academic standard of the institute. The members strongly feel that there should be constant efforts to continually enhance the competence of Faculty Members. The following actions are suggested accordingly:



- a) A Yearly Faculty Development Plan should be prepared by the Academic Committee. The Plan should identify Faculty-wise names of programmes and details of source through which it would be fulfilled. The courses conducted outside should be identified by Faculty Members and intimated to the Academic Committee.
- b) The Academic Committee should also prepare an Annual Plan of Workshops/ Seminar/ Courses for Faculty to be conducted at DIPSER. The selection of eminent persons and topics should be done very carefully. Dr. N K Sharma, Principal to oversee preparation of this plan in consultation with Mentor, DIPSER.

All theaforesaid plans for FDP/PDP/workshop etc. should be submitted to the Secretary, DSSP & DIPSER, by the Academic Committee Coordinator by 30.6.2021.

Action: Academic Committee/ All Faculty Members

7. Distribution of Work and its Proper Implementation

It was suggested that tasks and work responsibilities of non-teaching staff could be specified and like faculty members, the non-teaching staff could also be submit a daily work report in the Google form.

8. Any other issues with the Permission of the Chair.

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

