



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

Minutes of IQAC Meeting [18th September, 2021]

A Meeting of the IQAC of DIPSER was held on 18th September, 2021. The Meeting was attended by the following members and Special Invitee.

1. Shri Asim Kumar Chatterjee, EC Member and Secretary, DSSP & DIPSER; Member
2. Dr. N. K. Sharma, Principal; Chairperson, IQAC
3. Prof. P. P. Sengupta, EC Member; Member
4. Prof (Dr) Taposh Ghoshal, Mentor, DIPSER (Special Invitee)
5. Dr. Babita Kumari, Associate Prof.; Member
6. Dr. Kalpana Kumari, Assistant Prof.; Member
7. Smt. Jolly Sinha, Assistant Prof.; Member
8. Smt. Trishna Kumari, Alumni Representative
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. Shri P. N. Banerjee, EC Member & Treasurer, DSSP; Member
2. Dr. Sundar Charan Mishra, Member
3. Dr. Preeti Prasad, University Representative
4. Shri Pawan Kanoi, Industrialist; Member
5. Ms. Shubhra Ratnam, Students' Representative

The Meeting, conducted through online mode, was chaired by Dr. N. K. Sharma, Principal; Chairperson, IQAC.

At the outset, Prof. P. P. Sengupta, honourable Member, EC, DSSP requested Prof (Dr) Taposh Ghoshal, Mentor, DIPSER, to share his views about the progress being made w.r.t. preparation for the forthcoming NAAC inspection. Prof (Dr) Taposh Ghoshal remarked that the preparation for NAAC has not yet been completed. Since the work started in August 2019, eleven targets given by the internal IQAC members were not met, inspite of constant support and guidance. The abysmally slow pace of progress is due to lack of commitment to the task, lack of communication and coordination and no support to Coordinator in completing the task. He observed that most of the decisions taken in the IQAC Meetings in the last one year have not been carried out which is appalling. He reiterated that it was time to find out the reasons for such unacceptable output and take necessary measures urgently to complete the work at the earliest. Prof. P. P. Sengupta too expressed grave concern over the lackadaisical attitude of Faculty Members involved in the task and squarely held Principal, DIPSER responsible not ensuring completion of the task.

[Handwritten signature]

Following the opening remark, the discussion started as per the agenda. The resolutions adopted in the meeting are as follows:

1. Review of the Minutes of the last IQAC Meeting:

a. Recommendations given in the last Peer Team report of NAAC:

It was informed that the recommendations of the last Peer Team Report of NAAC has been implemented and the details of the same has been submitted by Smt. Jolly Sinha. Mr Manoranjan Kumar, Coordinator, IQAC stressed that supporting documents for all actions taken w.r.t. above were also required, Smt Sinha was requested to collect the same and submit to the Coordinator. IQAC at the earliest.

Action: Smt. Jolly Sinha

b. The requirement of Teaching and Non-teaching staff:

It was informed the vacancies were advertised in national dailies and the applications of teaching staff have been received and are being shortlisted. The process will get over by October 2021 end. The Secretary, DSSP & DIPSER advised that a requirement list of Non-teaching Staff should also be prepared and send it to him.

Action: Dr. Babita Kumari

c. Maintenance of the Campus and Equipment

The need for maintenance of the campus and equipment was reiterated. Members expressed concern over the passivity of the maintenance department and informed that in spite of repeated reminders maintenance is not being done. Secretary, DSSP & DIPSER advised Shri Bikash Chatterjee, Sr. P.R.O. to look after the maintenance of equipment urgently and submit report to Secretary by 30.09.21.

The Secretary, DSSP & DIPSER also informed that civil work of the campus will start soon.

Action: Shri Bikash Chatterjee

d. Provide Service Book and Service Rules for employees:

It was informed that the work with regard to preparation of Service Book and Service Rules for employees is in progress and that it will be over by 30.11.21.

e. Status of SSR:

It was observed that the SSR for NAAC is still incomplete. Prof (Dr) Taposh Ghoshal suggested that only the actual and authentic data/ supporting documents should be included in be SSR. Principal DIPSER was advised to assure that all data/ information should be correct, authentic and true. Principal, DIPSER was advised to ensure completion of SSR by 18th October, 2021 positively.

Action: Dr. N. K. Sharma/ IQAC Team



f. Readiness of the Laboratories:

It was informed that the laboratories were still not functional. The list of material required by different laboratories submitted to Management was prepared by different Lab In-charges/ Committees without any rhyme or reason. This included the computer lab where the requisition list was prepared without any rationality and in spite of repeated requests for its judicious review, it has not yet been done.

Secretary, DSSP & DIPSER informed that purchase order for material for a few labs have already placed and the material will be supplied soon.

A dedicated stationery store room was also requested in our college so that required stationery could be made available to the faculty members and others on submission of requisition.

Action: All Lab In-charges/ Committees

g. Completion of Compendium of selected Dissertations:

It was informed that the document containing some Dissertations was submitted as 'Compendium', though it was not a Compendium at all. It was noted that perhaps, it was done to inform that the task of preparing Compendium was complete and in a haste, a document was made in a shabby manner and was titled as 'Compendium'.

Prof Ghoshal informed that a mail to this effect has already been sent to Dr Kalpana Kumari wherein he has pointed to the anomalies in the document and has suggested actions to be taken by her so that it can take a shape of a Compendium.

Dr Kalpana Kumari assured that the corrected version of the document would be sent to Prof. Ghoshal by 30.9.21

Action: Dr. Kalpana Kumari

h. Publication of Research Journal:

It was informed that the Research Journal 'Devaloke' has been published. It has since arrived at DIPSER for distribution and a PDF version has also been uploaded on the DIPSER website. Prof (Dr) Taposh Ghoshal requested internal members of the Editorial Board to initiate action for the next issue now. They were requested to work carefully to maintain the quality of the Journal.

The following decisions were also made in this regard:

1. All authors should submit the plagiarism report along with their articles.
2. The journal should be included in the UGC CARE list now.
3. DIPSER should apply for e-ISSN for its e-version.

Action: Dr Kalpana Kumari/ Smt. Jolly Sinha

i. Students' Identity Card & Teachers' Identity Card:

Dr. Babita Kumari has informed that the data of the Students of 2020 has been prepared and the data is in the college till now. Mr. Tapas will give that data to the printer. Dr Babita shall monitor the process till its conclusion.

It was informed that the work is in progress.

Action: Dr. Babita Kumari

j. The Status of AISHE 2020-21:

It was informed that the portal of AISHE has not been opened so far. It will be done as soon as the portal opens.

Action: Dr. Kalpana Kumari

k. Status of MIS:

It was informed that implementation of MIS, was continuing and data is being fed by Mr. K R Jha, Dr. Karik Pal, Mr. Bidhan Mukherjee & Mr. Bikash Kumar. Mr. K R Jha was requested to expedite the process and complete the MIS by 30th October, 2021.

Mr Jha informed that the requisite data from the Finance, Hostel and some other functions have not yet been submitted. Accordingly, all functions were advised to submit the requisite data to Mr Jha at the earliest.

Action: Mr.KR Jha/ Dr. Kartik Pal/ Mr. Bidhan Mukherjee/ Mr. Bikash Kumar/ Smt. Jolly Sinha/ Shri Malay Baishya

l. Internal Functioning of IQAC:

The members of the Internal IQAC were informed that there was a lack of communication, coordination and teamwork with the result that assigned tasks are not getting completed on time. Members of the Internal IQAC were advised to work in close coordination with the Coordinator, IQAC. It was decided that all the internal members of IQAC will share information through the Whatsapp group compulsorily.

Action: Principal/ Shri Manoranjan Kumar/ Shri Kumud Ranjan Jha/ Dr. Babita Kumari/ Dr. Kalpana Kumari/ Smt. Jolly Sinha.

m. Online Submission of AQAR 2020-21:

The responsibility for online submission of AQAR 2020-21 was discussed. As informed by Shri K R Jha that due to involvement in the task of MIS, he was unable to devote time to AQAR 20-21. Accordingly, the task of preparing AQAR 20-21 was entrusted to Smt Jolly Sinha.

Smt Sinha would hold the complete responsibilities of preparing AQAR 2020-21. Mr. Ranjan Rajak will assist her in the task. Also, Mr. Manoranjan will provide all possible data/ information, as and when needed. All the three coordinators and other Faculty Members were also requested to help her in the task. Smt Jolly Sinha was advised to complete the task by 30th October 2021. She was requested to update Secretary, DSSP & DIPSER about the progress of work every Sunday.

Action: Smt. Jolly Sinha, Shri Ranjan Rajak,
Shri Manoranjan Kumar



n. Status of SSR Document Preparation:

It was observed that the SSR document was not yet complete. The pace of updation of the same was also incredibly slow. This includes updation of data for the year 2020-21. The internal IQAC Team was advised complete the document in all respect by 18th Oct, 2021.

In this context, it was pointed out that Mr Nirupam is unable to work for SSR as he is being given other work continuously. Secretary, DSSP & DIPSER instructed that Mr Nirupam would concentrate on SSR work as his first priority and would undertake other tasks as and when he is free.

Action: Principal, Internal IQAC Team,
All Faculty Members, Shri Nirupam Mallick

o. The Functioning of Committees:

It was informed that the meetings of different committees are conducted as per academic calendar. However, the quality of resolutions of Meetings are far from satisfactory. Similarly, the quality of 'Action Taken Report' on resolutions of meetings are also being prepared. Principal, DIPSER was requested to look into these matters and guide concerned faculty members in writing resolutions properly.

Action: Principal, DIPSER

p. Professional Development of Faculty:

It was informed that the yearly faculty development plan has been prepared by Dr. Kalpana Kumari and was sent it to the Secretary, DSSP & DIPSER. Prof. Ghoshal requested Dr Kalpana Kumari to send a copy of the same and furnish the details of Rs. 3 Lakh expenses mentioned in her Plan.

Prof (Dr) Ghoshal suggested that the faculty wise development plan should be prepared in such a way that it does not affect the normal routine of the Institute and a certain percentage of Faculty Members are covered each financial year so as to cover all Faculty members within a span of 3 to 4 years.

Faculty Members were also requested to explore suitable training programmes including the ones conducted at the UGC Training Centre at Ranchi free of cost.

Dr Kalpana Kumari assured that the Plan as per the abovementioned format would be prepared by 22.9.2021.

Action: Kalpana Kumari

q. Distribution of Work and its Proper Implementation:

It was informed that proper distribution of work and its implementation have not been done so far. It was suggested by Shri Manoranjan Kumar, coordinator, IQAC, that all non-teaching staff should also fill Google form and submit their daily activity report. Honourable Secretary, DSSP & DIPSER suggested to write a mail to the Principal, in this regard copy to Secretary.

Action: Dr. N. K. Sharma and Shri Manoranjan Kumar

Thus, the minutes of the last meeting of IQAC were read, reviewed, confirmed and approved by all the members.

2. Status of AQAR:

This point has been discussed in the review of the minutes of the last meeting.

3. New Quality Initiatives:

It was resolved that -

- a) A workshop will be conducted on 'Research Article Writing'. Dr. Kalpana Kumari was requested to prepare a detail plan for this to be implemented soon.
- b) It was resolved to organise guest lectures by eminent persons. The Academic Committee was requested to submit a detail plan in this regard.
- c) Seminar/ Paper Presentations/ Lectures on National/Important Days by students should be organized. Students should be given opportunity to present papers in seminar, deliver lectures on current national issues or on important days. Dr. Kalpana Kumari was requested to prepare detail plan in this regard.
- d) It was decided to revitalize the Student Self Government; its meetings should be held every month to evaluate their activities and re-energise themselves.

Action: Dr. Kalpana Kumari

- e) It was resolved to conduct a National Seminar in September, 2022.

Action: Dr. Kalpana Kumari

5. Replacement of Alumni

It is observed that Smt. Trishna Kumari, is not able to play any active role in IQAC. Therefore, it decided that Smt. Sneha Rani will replace Smt. Trishna Kumari as Alumna Representative. It was suggested to replace alumni representative.

Action: Dr. Kalpana Kumari

6. Replacement of Student Representative:

It was informed that the present student representative Ms. Shubhra Ratnam (session 2019-21) has passed out. As such, it was decided that Ms. Rubi Kumari (M.Ed. 2020-22) shall replace Ms. Shubhra Ratnam as student representative, IQAC. The necessary changes may be done in IQAC records.

Action: Shri Manoranjan Kumar

7. Any other issue with the permission of the Chair.

- a) It was informed that the main server computer of the library is not working since 27th July, 2021. In spite of all efforts to contact IBM, we have not yet been able to get in touch with them and resolve the issue. Shri Kumud Ranjan Jha proposed purchase of Koha LMS software for the library. Shri Jha was asked to send the details of the Koha LMS software to Prof (Dr) Taposh Ghoshal by 25th September, 2021.

Action: Shri Kumud Ranjan Jha

a. Support to Examination Department:

Consequent to deputing Shri Ranjan Rajak to help Smt. Jolly Sinha for preparation of AQAR 2021, it was decided that Shri Bidhan Mukherjee would help Dr. Babita Kumari in the work of Examination Department in absence of Shri Ranjan Rajak.

Action: Dr. Babita Kumari, Shri Bidhan Mukherjee

b. Value-Added Course:

Dr. Kalpana Kumari informed that Value-Added Courses could be started as 'Add-on' or Non-Credit Course' at DIPSER. She was requested to prepare an Implementation Plan for starting the said courses at DIPSER.

Action: Dr. Kalpana Kumari

c. Parallel DIPSER Library Website

It was informed that Mr. Ashis Kumar Some was running the parallel DIPSER Library Website without any official permission of intimation to DIPSER authority. Hon'ble Secretary Sir expressed utter dismay at this misdemeanor underlining it as an highly objectionable act. He advised the Library Coordinator to ensure closure of parallel Library website with immediate effect.

Action: Mr. Kumud Ranjan Jha

b) Prof (Dr) Taposh Ghoshal pointed out that the renewal of registration of the Alumni Association is still pending. Dr Kalpana Kumari, Secretary, Alumni Association was requested to get the renewal of registration of Alumni Association without any further delay. It was also suggested that professional help of Advocate may also be taken in this task.

Action: Dr. Kalpana Kumari

The Meeting concluded with a Vote of Thanks by Shri Kumud Ranjan Jha to all esteemed members of IQAC and Mentor, DIPSER who attended as a special invitee in the meeting.



Distribution (Through Mail) :

- All Members of EC
- All Faculty Members
- Mr. Nirupam Mallick
- Shri Malay Baishya
- IQAC Files/ College Website
- CC for kind information of Respected Chairman, DSSP & DIPSER
- CC for kind information of Respected Secretary, DSSP & DIPSER
- Prof. (Dr.) Taposh Ghoshal, Mentor, DIPSER