



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

Internal Quality Assurance Cell

Minutes of IQAC Meeting [20th December, 2021]

A Meeting of IQAC was held on 20th December, 2021. The meeting was attended by the following members and Special Invitees.

1. Prof (Dr) Sudeep Ranjan Ghosh, Chairman, DSSP & DIPSER (Special Invitee)
2. Shri Asim Kumar Chatterjee, EC Member and Secretary, DSSP & DIPSER; Member
3. Prof (Dr) Taposh Ghoshal, Mentor, DIPSER (Special Invitee)
4. Dr. Babita Kumari, Officiating Principal; Chairperson, IQAC
5. Dr. Kalpana Kumari, Assistant Prof.; Member
6. Smt. Jolly Sinha, Assistant Prof.; Member
7. Dr. Kamalendra Kumar, Assistant Prof.; Member
8. Dr. Kartik Pal, Assistant Prof.; Member
9. Shri Bikash Kumar, Assistant Prof.; Member
10. Shri Bikash Chatterjee, S.P.R.O.; Member
11. Smt. Sneha Rani, Representative, Alumni Association, DIPSER; Member
12. Smt. Rubi Kumari, Students' Representative, DIPSER; Member
13. Shri Kumud Ranjan Jha, Assistant Prof.; Jt. Coordinator, IQAC
14. 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. Prof. P. P. Sengupta, EC Member; Member
3. Dr. Sundar Charan Mishra, Member
4. Smt. Preeti Prasad, University Representative
5. Shri Pawan Kanoi, Industrialist; Member

The Meeting was chaired by Prof (Dr) Sudeep Ranjan Ghosh, Chairman, DSSP & DIPSER.

The Meeting started with the opening remark of Prof (Dr) Taposh Ghoshal, who, on request honourable Secretary, DSSP & DIPSER said that many of the resolutions taken in the last Meeting are lying unattended. There is an urgent need to give more thrust to have qualitative improvement of the institution and as such the IQAC needs to function with agility, speed and accuracy.

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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, have been implemented and the details in this regard have been submitted by Smt. Jolly Sinha. The supporting documents, however, are yet to be submitted to the IQAC Coordinator. Smt Sinha was requested to submit the same to Shri Manoranjan Kumar, Coordinator IQAC without any further delay.

Action: Smt. Jolly Sinha

b) The Requirement of Teaching and Non-teaching staff:

It was informed that the interviews for the recruitment of Teaching Staff, have been completed. The requirement of Teaching and Non-teaching staff, to be submitted by Dr Babita Kumari, is still awaited. Secretary, DSSP & DIPSER, instructed Dr Babita Kumari to submit the requirement of Non-teaching Staff on top priority.

Action: Dr Babita Kumari

c) Maintenance of the Campus and Equipment:

It was informed that work of campus maintenance had to be discontinued because of Pandemic lockdown. The work, however, will start soon. The Secretary, DSSP & DIPSER, advised Shri Bikash Chatterjee, Sr. PRO to give thrust to the maintenance of Campus and complete it on an urgent basis.

Action: Shri Bikash Chatterjee

d) Provide Service Book and Service Rules for employees:

Preparation of Service Book and Service Rules for employees was found incomplete. Considering the inordinate delay in the preparation of Service Rules, Prof (Dr) Ghoshal, Mentor, DIPSER offered his services to prepare the Service Rules and send the draft of the Service Rules to the Secretary, DSSP & DIPSER by 31st December, 2021, for finalization.

e) Status of SSR:

The status of preparation of SSR was discussed. It was informed that while the qualitative parts of the document was complete, certain quantitative data, including the financial data for the year 2021-22, was awaited due to the non-receipt of the audited results of the Institution. It was informed that the audited results would be available withing 3-4 days

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after which the same would be provided to the Coordinator, IQAC immediately. Prof Ghoshal urged Shri Manoranjan Kumar, IQAC Coordinator to take up the task of printing and scanning copies of all back-up documents so that the same may be complete it in all respect by 15th January, 2022. Prof (Dr) Sudeep Ranjan Ghosh, Chairman, DSSP & DIPSER instructed that Shri Manoranjan Kumar and Shri Kumud Ranjan Jha must take the responsibility to complete the SSR by the target date and inform Secretary, DSSP & DIPSER Prof (Dr) and Prof. Ghoshal, Mentor, DIPSER. Other IQAC Members were requested to earnestly help them in all respects.

Action: Shri Manoranjan Kumar/ Shri Kumud Ranjan Jha/
All internal Members of IQAC

f) Readiness of the Laboratories:

It was informed that equipment and materials have been purchased as per the requirements given by respective laboratory in charges. It was conveyed that while the Biology laboratory is ready, the newly purchased materials have not been added so far in the Physical Science Laboratory. Mathematics Laboratory in charge Shri Bikash Kumar informed that the equipment and materials were received but not added to the existing stock in the stock register.

It was informed that Language Laboratory is in need of an instructor in absence of Shri Bidhan Mukherjee. It was suggested that help may be taken from teachers of DSNS to run the Language Laboratory till Mr. Mukherjee rejoins.

The IQAC also decided that –

- All in-charges must furnish laboratory fitness certificate. All laboratory activities must be mentioned in the Time Table.
- Students should be allotted laboratory-based activities as far as practicable.
- All laboratory in-charges must furnish detail monthly report on laboratory usage to the Secretary DSSP & DIPSER, from January, 2022.

Action: All Laboratory in-charges

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g) Completion of Compendium of selected Dissertations:

The document 'Compendium of selected Dissertations' received from Dr. Kalpana Kumari on 14th December, 2021 was only a compilation of some dissertations submitted by students to the Institute and needed major revisions. Suggestions were given to improve its quality and Dr Kalpana assured the same would be corrected and submitted by 15th January, 2022.

Action: Dr. Kalpana Kumari

h) Publication of Research Journal:

It was informed that 'Devaloke' for the year 2021 has been published. The process for collection of articles for the next issue is under process and students, faculty members and Alumni have been requested to contribute articles for the same.

In this context, it was clarified that only the quality articles will be selected for publication in Devaloke. The acceptance of articles shall be decided by a Peer Review Committee formed with eminent external academicians who would take decision in this regard.

Articles, not accepted for Devaloke, could be considered for publication in 'Dev Vane', the Annual In-house Magazine of DIPSER, that provides a platform to the students and faculty members to express their view-points/ knowledge/ process of learning etc.

It was also informed that the Research and Publication Committee must apply for e-ISSN and, to list it on UGC CARE on urgent basis.

Action: Smt. Jolly Sinha/ Dr. Kalpana Kumari

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

The Identity Card for teachers and students is lying pending for quite some time. Dr Babita Kumari was advised to look into the matter seriously and complete the task without any further delay.

Action: Dr. Babita Kumari

j) The status of AISHE 2020-21:

It was informed that the portal of AISHE has opened. It will be done by 20th January, 2022.

Action: Dr. Kalpana Kumari

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k) Status of MIS:

It was informed that the necessary data feeding for the MIS has been completed, except account related data. It will start functioning by 15th January, 2022, after necessary training of all concerned in the first week of January, 2022. Mr Kumud Ranjan Jha was requested to coordinate the same and ensure functioning of MIS by the target date.

Action: Kumud Ranjan Jha/ Dr. Kartik Pal/ Smt. Jolly Sinha/
Ms. Bipasa Dasgupta / Shri Malay Baishya

l) Internal Functioning of IQAC:

It was observed that the internal IQAC Cell needs to work as a team and with more proficiency and speed. Prof. Sudeep Ranjan Ghosh, Chairman, DSSP & DIPSER instructed Shri Manoranjan Kumar and Shri Kumud Ranjan Jha, to review everything jointly to sort out the problems and accelerate the functioning.

Action: All internal members of IQAC

m) Online submission of AQAR 2020-21:

The AQAR 2020-21 has been prepared but has not yet been reviewed and finalized. It was decided to complete it in all respect by 15st January, 2021.

Action: Smt. Jolly Sinha/ Shri Ranjan Rajak

n) Functioning of Committees:

It was informed that the meetings of different committees are conducted as per academic calendar. Similarly, the 'Action Taken Report' on resolutions of meetings is also prepared.

o) Professional Development of Faculty:

It was informed that Faculty Development Plan for the current year has not yet been prepared. Dr. Kalpana Kumari was requested to expedite the same and send the Plan to the Secretary, DSSP and DIPSER at the earliest for further action.

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Action: Dr. Kalpana Kumari

2. New Quality Initiatives:

- a. Workshop on 'Research Article Writing' has been planned for Faculty Members.
- b. Eminent Guest Lecture Series has started. In this series, a distinguished academician is to be invited every month to deliver a lecture to our Faculty Members and students. It was informed that Prof Samirranjan Adhikari from SKB University Purulia and Prof Ramesh Chandra Sinha, Chairman, Indian Council of Philosophical research have since delivered lectures during October to December 2021. Further scholars would be invited for lecture in the coming months also.
- c. It was informed that the Student Self Government Meeting, every month, has been started.
- d. It was resolved to conduct a National Seminar in September, 2022.

Action: Dr. Kalpana Kumari

3. Other Points

- a) It was informed that Smt. Sneha Rani has replaced Smt. Trishna Kumari as Alumna Representative in IQAC.

Action: Dr. Kalpana Kumari

- b) Ms. Rubi Kumari (M.Ed. 2020-22) has replaced Ms. Shubhra Ratnam

Action: Shri Manoranjan Kumar

- b) It was informed that Koha ILMS has been installed to regularise the proper functioning of the Library Automation, after permission the Secretary Sir.

- c) It was suggested that space may be created in the library by shifting old journals and old newspapers to some other place and keep new books to be procured during the current financial year. The Library Committee was advised to start the process to procure books for the library by March 2022.

Action: Library Committee

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d) Value added courses:

It was informed that three value added courses were set to launch from January, 2022. The courses are:

- a) Soft Skill Development
- b) Spoken English Skill Development
- c) Computer Skill Development.

The students have been enrolled and given routine. The enrolments were done on the basis of first come, first serve.

The Chairman, DSSP & DIPSER proposed to start two more Courses to be started from January, 2022. These are –

- a) Musicology & Performing Art
- b) Development and Practices of Fine Art in India

It was informed by Dr. Kalpana Kumari that certificate designing will be done by Dr. Amit Bhattacharya, for all the courses.

Action: Dr. Kalpana Kumari

e) Parallel DIPSER Library website:

It was informed that the Parallel DIPSER library website has been closed with immediate effect.

Action: Shri Kumud Ranjan Jha

f) Registration of the Alumni Association is still pending:

It was informed that the renewal of registration of the Alumni Association has not yet been done. Taking a positive step Dr. Kamalendra Kumar offered himself to shoulder the responsibility of registering the Alumni Association, DIPSER. He assured the IQAC to complete this assignment by 25th January, 2022.

Action: Dr. Kamalendra Kumar

4. Perspective Plan for the session 2021-22:

It was resolved that DIPSER will implement following activities for the year 2021-22.

- a) Two more Short-term value-added courses on Musicology and Fine Arts would be developed–
- b) Women Students Exchange and Collaboration with Colleges
- c) Faculty Exchange Programme
- d) Exploratory Field Visits to Historical / Academic / Spiritual etc. places

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- e) Installation of lift for library
- f) Renovation / relocation of portions of library
- g) Preparing for NEP 2020
- h) Linkage with Practice Teaching Schools

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

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

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