



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

**Minutes of IQAC Meeting [15<sup>th</sup> March, 2022]**

A Meeting of IQAC was held on 15<sup>th</sup> March 2022. The meeting was attended by the following members and Special Invitee.

1. Dr. Babita Kumari, Officiating Principal; Chairperson, IQAC
2. Dr. Kalpana Kumari, Asst. Professor; Member
3. Smt. Jolly Sinha, Asst. Professor; Member
4. Dr. Kamalendra Kumar, Asst. Professor; Member
5. Dr. Kartik Pal, Asst. Professor; Member
6. Shri Bikash Kumar, Asst. Professor; Member
7. Shri Bikash Chatterjee, S.P.R.O.; Member
8. Smt. Sneha Rani, Representative, Alumnae Association, DIPSER; Member
9. Shri Kumud Ranjan Jha, Assistant Prof.; Jt. Coordinator, IQAC
10. Shri Manoranjan Kumar, Assistant Prof.; Coordinator, IQAC
11. Prof (Dr) Taposh Ghoshal, Mentor, DIPSER (Special Invitee)

The following members could not be present in the meeting:

1. Shri Asim Kumar Chatterjee, EC Member and Secretary, DSSP & DIPSER; Member
2. Shri P. N. Banerjee, EC Member & Treasurer, DSSP; Member
3. Prof. P. P. Sengupta, EC Member; Member
4. Dr. Sundar Charan Mishra, Member
5. Smt. Preeti Prasad, University Representative
6. Shri Pawan Kanoi, Industrialist; Member
7. Smt. Rubi Kumari, Students' Representative, DIPSER; Member

The Meeting was chaired by Dr. Babita Kumari, Officiating Principal and Chairperson, IQAC. At the outset, it was pointed out by Coordinator – IQAC that the quorum for the Meeting was not complete and so invited views whether the Meeting could be held or not. Mentor DIPSER said that though the quorum was not complete, ten members of the IQAC including the Chairperson, Coordinator and Jt. Coordinator were present and there were important agenda points to be resolved, Members present could discuss the same and take appropriate decisions to remove bottlenecks and enhance the quality of functioning of the Institution. Chairman IQAC agreed to it and the Meeting commenced on a positive note.

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 related documents have been submitted to the Coordinator, IQAC.

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

Information with respect to the steps taken to recruit teaching staff was shared. The house was also informed about the joining of two new Assistant Professors as part of the aforesaid initiative.

Members expressed concern about their increasing teaching load due to the absence of two faculty members who are on long leave. Dr Babita Kumari was requested to discuss the issue urgently with Hon'ble Secretary, DIPSER. Mentor DIPSER requested Coordinator.

It was also expressed that due to involvement in different activities including NAAC preparation, the regularity of classes was often being compromised. Mentor DIPSER took a serious note of the same and advised Dr. Babita Kumari to submit the existing teaching load of teachers.

It was noticed that required details have not yet been furnished by Dr Babita Kumari to Hon'ble Secretary, DIPSER as yet (Ref: Pt. 1 c. of the Minutes of the IQAC Meeting dated Dec 20, 2021). Dr Babita was advised to furnish detail requirements of Non-teaching Staff without any further delay.

Action: Dr Babita Kumari

c) Maintenance of the Campus and Equipment:

It was informed that repair and maintenance task of Auditorium (Air Conditioners, Seats, Audio equipment etc.) and installation of Screens is yet unfinished in spite of the issue being minuted in all IQAC Meetings held since 6<sup>th</sup> November 2020. Shri Bikash Chatterjee, Sr. PRO was advised to pursue the matter earnestly and get it complete without any further delay.

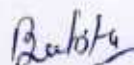
Action: Shri Bikash Chatterjee

d) Provide Service Book and Service Rules for employees:

It was informed that 'Service Rules' for employees has been prepared and approved by the Secretary, DSSP & DIPSER.

e) Status of SSR:

It was informed that the draft SSR has been completed and handed over to Chairperson, IQAC, for final verification on 10<sup>th</sup> March, 2022. Dr. Babita Kumari was advised to submit the same on 16<sup>th</sup> March forenoon to Prof (Dr) Ghoshal, Mentor, DIPSER for review. The draft SSR has since been submitted to Mentor DIPSER and is under review.





f) Readiness of the Laboratories:

It was informed that all laboratories have been activated with updated stock register, attendance register, equipment, etc. Students are also being allotted laboratory-based activities as per the Time Table.

It was also noted that Laboratory in-charges have not yet furnished 'Laboratory Fitness Certificate' as was decided during the last IQAC Meeting of 20<sup>th</sup> December 2021, nor are they submitting detailed monthly reports of laboratory usages to the Secretary DSSP & DIPSER as decided therein.

All concerned were advised to submit the Fitness Certificate of their laboratory to Officiating Principal, DIPSER immediately, and also furnish detail monthly report of laboratory usage to the Secretary DSSP & DIPSER, from January, 2022, on a regular basis.

It was found that Language Laboratory is still inactive. Shri K.R. Jha informed that this was due to absence of Mr Bidhan Mukherjee who is on long leave and also because the software could not be understood by him. Mr Jha was advised to take help of DSNS teacher as decided and minuted in Point No. 1 f of IQAC Meeting of 20<sup>th</sup> December 2021.

Regarding understanding the software, it was reiterated that it was a 'Self-learning Software and as such is simple to use. However, if Mr Jha and others were facing any difficulty, they must get in touch with Mr Nirupam immediately to solve their problem. Mr Jha was advised to take up this task seriously and start the English Language at the earliest.

Dr. Babita Kumari, Officiating Principal, was advised assure proper implementation of above work and make record of that.

Action: Mr K R Jha, All Other Lab in-charges; Dr. Babita Kumari

g) Completion of Compendium of Selected Dissertations:

It was informed that the document 'Compendium of selected Dissertations' received from Dr. Kalpana Kumari on 5<sup>th</sup> January, 2022 was far from satisfactory. Dr Kalpana Kumari was advised to complete it urgently in all respects and submit it urgently.

Action: Dr. Kalpana Kumari

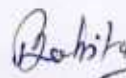
h) Publication of Research Journal:

It was informed that so far, 14 articles were received for 'Devaloke', 2022. It was resolved that the articles should immediately be sent to the reviewer for review.

Action: Smt. Jolly Sinha/ Dr. Kalpana Kumari

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

The Identity Cards for students 2020-22, were prepared and distributed and for the students of 2021-23 were under process. The Identity Cards for Teachers are under



process and likely to be issued soon. 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 data of AISHE 2020-was uploaded on the portal on 19<sup>th</sup> February, 2022 and certificate has been uploaded on the institutional website.

Action: Dr. Kalpana Kumari

k) Status of MIS:

Mr Jha informed that all data,except accounts related data, has been fed for MIS. The accounts module has been re-structured and has been informed to Shri Malay Baishya. Mr Jha conveyed that MIS has already been started functioning though Coordinator IQAC said that there were login problems and even after login in, data is not there at some places. Both Mr Jha and Mr Manoranjan were requested to sit together and resolve the issue on priority basis. Mr Kumud Ranjan Jha was requested to ensure smooth functioning of MIS and coordinate with concerned people in case of difficulty in its functioning.

Action: Kumud Ranjan Jha/ Mr Manoranjan

l) Internal Functioning of IQAC:

It was informed that the internal IQAC is working as a team and with better proficiency and speed. All the functions are reviewed suitably to sort out the problems and accelerate the functioning of the Institute.

Action: All Internal Members of IQAC

m) Online submission of AQAR 2020-21:

The house was informed that AQAR 2020-21 has been prepared and submitted on 2<sup>nd</sup> March, 2022.

n) Functioning of Committees:

It was informed that the meetings of different committees are conducted as per Academic Calendar. The 'Action Taken Report' on resolutions of meetings are also been prepared. All Committees Coordinators were requested to keep up their good work in this respect.

Action: Coordinator, All Committees

o) Professional Development of Faculty:

A Consolidated Plan for Faculty Development is yet to be submitted by the Academic Committee. Dr Kalpana Kumari was requested to take up this matter on urgent basis.

Action: Dr. Kalpana Kumari



**p) New Quality Initiatives:**

- i. The Workshop on 'Research Article Writing'(ref: last IQAC Meeting (20<sup>th</sup> December 2021) has not been organized so far.

Action: Dr. Kalpana Kumari

- ii. The Distinguished Lecture Series lectures are continuing every month. Eminent Scholars and people of eminence are being invited to deliver lectures on contemporary subjects every month. It was informed that more eminent scholars would be invited for lecture in the coming months also.

Action: Dr. Kamalendra Kumar

- iii. The Student Self-government has been reactivated and its meetings are being organized regularly. The last Meeting was organized in December 2021 and the next meeting has been scheduled on 28<sup>th</sup> March, 2022.

- iv. It was noticed that no action has been taken as yet to organize the National Seminar scheduled in September 2022 as minuted under Point 2 d. of MoM of IQAC Meeting of 20 Dec 2021. Mentor DIPSER said that holding a National Seminar involves careful planning and meticulous execution and as the time is very less, the Academic Committee must sit together immediately and submit a Plan of Action with time-bound targets.

Action: Dr. Kalpana Kumari

**q) Book Procurement for 2021-22**

The list of Books has been prepared by the Library Committee and submitted to the Secretary, DSSP & DIPSER, on 13<sup>th</sup> March, 2022 for further processing. Coordinator, Library Committee was requested to follow-up the matter so that books could be procured in this financial year.

Action: Mr. Kumud Ranjan Jha

**r) Value Added Courses:**

It was informed that three Value Added Courses have been launched w.e.f. January, 2022. The courses are:

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

The students have been enrolled on first come, first serve the basis and classes have started. Two more courses are scheduled to be started from April 2022. The courses are -

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

Prof. Ghoshal, Mentor, DIPSER stressed that the purpose, aim and objectives of these courses must be communicated to the students effectively so students can understand the importance of these courses and join these short-term courses quickly.

Action: Dr. Kalpana Kumari

s) Re-registration of the Alumni Association:

It was informed that renewal of registration of the Alumni Association has not yet been done. The necessary documents have been submitted to Shri Malay Baishya for necessary action. Secretary, Alumni Association was requested to expedite the process and discuss problems with Secretary, DIPSER, if needed. Mentor DIPSER underlined that renewal of registration of Alumnae Association is overdue and must be done with all urgency.

Action: Dr. Kalpana Kumari

t) Perspective Plan for the Session 2021-22:

- i. Two more Short-term value-added courses on Musicology and Fine Arts will be launched from April 2022
- ii. Women Students Exchange and Collaboration with Colleges is yet to start.
- iii. Faculty Exchange Programme has not yet started.
- iv. Exploratory Field Visits to Historical/ Academic/ Spiritual etc. places could not be done due to Covid restrictions.
- v. Work for installation of lift for library has already started.
- vi. Work for relocation of portions of library has also started.
- vii. Preparing for NEP 2020: the issue has been discussed in point no. 2
- viii. It was informed that linkage with Practice Teaching Schools has not been done due to Covid restrictions

2. Preparing for NEP 2020

It was resolved that IQAC should seek direction from Governing Body, DIPSER in this regard.

3. Purchase of New Books.

The point has been discussed in review of the Minutes of the last meeting at point no. q.

4. Any other issue with the permission of the chair.

- a) Dr. Kamalendra Kumar proposed that that faculty members may be allowed to purchase books for the library, which he/ she considers would enrich the library in domain specific areas. While appreciating the issue, Mentor DIPSER informed that it is a policy issue



as such a proposal in this regard should be prepared and submitted for perusal of Secretary, DSSP.

Action: Mr. Kumud Ranjan Jha

- a) Shri Bikash Chatterjee proposed that in view of the involvement of students in outreach programmes, the Value Added Courses could be conducted on Sundays also. Dr Kalpana Kumari was requested to discuss it in the next Academic Committee Meeting and take further steps accordingly.

Action: Coordinator, Academic Committee

- b) Shri Manoranjan Kumar informed that Projectors and CPUs located in classrooms are not supported by power backup (UPS). Frequent power cut in the area disturbs the flow of discussion in the class and also damages the equipment. It was resolved that a proposal to procure necessary numbers of UPS should be procured to get over the problem.

It was also informed that since long, the battery used to run BIOS in CPUs have expired. There is need to replace the battery used to run the BIOS to maintain the date and time of the computer for smooth internet surfing.

Action: Mr. Nirupam Mallick

- c) Wi-fi is not working properly.

It was informed by Shri Manoranjan Kumar that the wi-fi of the campus is not working properly. It was resolved that Mr. Nirupam Mallick should look into the problem immediately and arrange to rectify the problem.

Action: Mr. Nirupam Mallick

- d) Prof (Dr) Taposh Ghoshal, Mentor, DIPSER requested coordinators of all programmes/ events organized at DIPSER to send a brief report with photographs to Shri Nirupam Mallick immediately after the event for uploading it on to the website. Dr Babita was requested to communicate it to all concerned and ensure that it is followed strictly.

Action: Dr. Babita Kumari

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

#### Distribution:

1. All Members of IQAC, DIPSER
2. Mr. Nirupam Mallick, IT Executive, DIPSER
3. All Lab in-charges
4. Prof. Sudeep Ranjan Ghosh, Chairman, DSSP & Chairman, Governing Body, DIPSER
5. Prof (Dr) Taposh Ghoshal, Mentor, DIPSER